

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GV Research centers PVT LTD	Date:	07.03.20
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	01.03.20 to 07.03.20	Approved by:	G.Venkatesh
Report Date	07.03.20		

List of requisitions numbers missing in the report:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date		Item Description	Reason for not preparing PO/WO ^{II}
73443	02.03.20	1	Drilling machine	P.O to be issued
73448	04.03.20	1	Clamp meter	P.O to be issued
73450	04.03.20	1	Coffee powder	P.O to be issued
73451	04.03.20	1	Sachin malve stamp	P.O to be issued
73453	04.03.20	1	Lap tap	P.O to be issued

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^S
73407	06.02.20	1	Black and Yellow colour macherla stone	By next week it will be delivery
73441	28.02.20	1	Safety jackets (green)	By next week it will be delivery
73442	28.02.20	1	Safety shoes	By next week it will be delivery
73444	02.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73445	03.03.20	1	HDPE pipe	By next week it will be delivery
73456	03.02.20	1	Plastic drums	By next week it will be delivery
73447	04.03.20	1	Urea	By next week it will be delivery

No. of gate passes Issued this week:

From No.

To No.

Delivery van site visit on:

2nd 4th 7th

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

Yes

DC register Sl. No. during the week

From No.

1258

To No.

1274

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil