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

Company:	GV Research centers PVT LTD	Date:	08.02.2020
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	01.02.20 to 08.02.2020	Approved by:	M.Muralidhar
Report Date	08.02.20		

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#

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$
73213	24.09.19	1	Generator	By next week it will be delivery
73259	09.11.19	3	CP Benches	By Wednesday it will be delivery
73305	29.11.19	1	MS Light Stands(Tripod Type)	We will get it from SSLLP
73338	21.12.19	01	Conference Table	Work under progress
73355	30.12.19	3	General inward registers	By Wednesday it will be delivery
73392	02.02.20	1	Black polythin Cover	We will get it bye next week

No. of gate passes Issued this week:	8506	From No.	8509	To No.	
Delivery van site visit on:	07 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	1089	To No.	1176	

Items not ordered but received: Nil

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

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	M.Muralidhar	V.RAVI	
Date	08.02.20	08.02.20	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

APPROVED BY
M.Muralidhar
MR. MURALIDHAR
PROJECT MANAGER