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

Company:	GV Research centre PVT LTD	Date:	15.02.2020
Site:	Innopolis	Prepared by:	Ch,Keerthi
Report From / To	08.02.2020 to 15.02.2020	Approved by:	M.Muralidhar
Report Date	15.02.2020		

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#
73403	04.02.20	1	Material authorization forms	P.O to be issued
73402	04.02.20	1	Slump cone	P.O to be issued
73388	31.01.20	1	Water proof stickers(Modi properties)	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$
73259	09.11.19	3	CP benches	We will get it by next week
73305	29.11.19	1	MS light stand (Tripod type)	We will get it by next week
73355	30.12.19	3	General inward registers	By Wednesday it will be deliverd
73410	07.02.20	1	Rod bending machine	We will get it by next week
73422	10.02.20	1	Water proofing	We will get it by next week

No. of gate passes Issued this week:	5	From No.	8503	To No.	8510
Delivery van site visit on:	14 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	1177		To No.	1221
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	15.02.2020	15.02.2020	

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!