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

Company:	GV Research centers PVT LTD	Date:	29.02.20
Site:	Innopolis	Prepared by:	Ch.Keerthi
Report From / To	23.02.20 to 29.02.20	Approved by:	G.Venkatesh
Report Date	29.02.20		

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$
73305	29.11.19	1	MS Light Stands(Tripod Type)	We will get it from SSLLP
73355	30.12.19	3	General inward registers	By Wednesday it will be delivery
73407	06.02.20	1	Black and Yellow Macherla stone	We will get it by Next week
73433	20.02.20	1	Stone cutting machine - Bosch make	We will get it by to day
73434	20.02.20	1	GI sheets(0.18 mm thick)	We will get it by wednesday

No. of gate passes Issued this week:	8515	From No.	8517	To No.	
Delivery van site visit on:	24 th & 26 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1247	To No.	1256	

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	G.Venkatesh	V.RAVI	
Date	29.02.20	29.02.20	

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
29 FEB 2020
G.Venkatesh
Project Manager