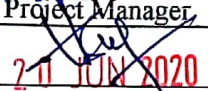
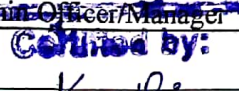


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC	Date:	20.06.20	
Site:	Innopolis	Prepared by:	Keerthi	
Report From / To	14.06.20 to 20.06.20	Approved by:		
Report Date	20.06.20			
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#
73494	12.05.20	1 2	Laptop -New Printer	Only one received and one balance Po not issued.
163016	27.05.20	01	Gulmohar trees -Red	Note with MD
163052	17.06.20	01	Approved stamp(sachin malve)	P.O to be issued
163053	17.06.20	01	Camera	P.O to be issued
163054	17.06.20	01	Wall clocks	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:				
163025	02.06.2020	1	Liquid soap dispenser	Online purchase
163033	09.06.2020	1	Clamshell cards	By Next Week it will be Delivered
163034	06.06.20	2	Staplers	By Next Week it will be Delivered
163035	06.06.20	1	Atlas cycle	By Next Week it will be Delivered
163036	06.06.20	2	Sanitizer	By Next Week it will be Delivered
163041	09.06.2020	1	Flat files	By Next Week it will be Delivered
163032	05.06.2020	1	Distribution board	By Next Week it will be Delivered
163039	09.06.20	2	PVC water bottles	By Next Week it will be Delivered
163044	13.06.20	1	Coffee powder,tea powder	By Next Week it will be Delivered
163045	13.06.20	1	2 way modular surface boxes	By Next Week it will be Delivered
163046	17.06.20	1	Box files	By Next Week it will be Delivered
163047	17.06.20	1	Extension boxes	By Next Week it will be Delivered

163048	17.06.20	1	Room freshners	By Next Week it will be Delivered		
163049	17.06.20	1	Epson M205 Printer ink	By Next Week it will be Delivered		
No. of gate passes issued this week:			Nil	From No.	Nil	To No.
Delivery van site visit on:			15 th , 16 th , 17 th , 18 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	1458	To No.	1471	
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						
Date	20.06.20		20.06.20			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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 Vendor 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!