

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

Company:	GVRC	Date:	27.06.20
Site:	Innopolis	Prepared by:	Harini.P
Report From / To	21.06.20 to 27.06.20	Approved by:	G. Venkatesh
Report Date	27.06.20		

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	Laptop new	Only one received and one balance PO to be issued
		2	Printer	
163016	27.05.20	1	Gulmohar trees	PO to be issued
163043	13.06.20	1	Digital Concrete Thermometer	PO to be issued
163054	17.06.20	1	Wall clocks	PO 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		Item Description	Reason for not receiving items
163005	21.05.20	1	Acrylic screens	Will be delivered by next week
163035	06.06.20	1	Atlas cycle	Will be delivered by next week
163051	17.06.20	1	Crow bars	Will be delivered by 29.06.20
		2	Hand tampers	
163060	22.06.20	1	MS "L" angle	Will be delivered by 29.06.20
163061	22.06.20	1	HDPE pipe	Will be delivered by 29.06.20
		2	PVC pipe	
163065	23.06.20	1	3HP motor Dol starter	Will be delivered by 29.06.20
163064	23.06.20	1	Mouse	Will be delivered by 29.06.20
163062	24.06.20	1	DB box	Will be delivered by 29.06.20

No. of gate passes issued this week: 01 From No. 1312 To No. -  
 Delivery van site visit on: 22<sup>nd</sup>, 24<sup>th</sup>, 26<sup>th</sup>

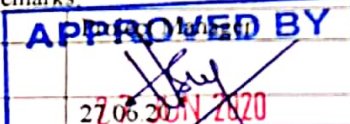
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

DC register SI No. during the week From No. 1472 To No. 1509

Items not ordered but received Nil

Items sent to HO /vendor that are pending for repair Electrical bike

Other corrections & remarks:

Details		Admin Officer/Manager	Admin Audit
Sign			
Date		27.06.2020	27.06.2020

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send a copy 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 report is written on the Requisition 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 filled at site. 7. #Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, Delay in material, Material received, Material not received, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, DC, MR, GPR, Assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for delivery 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!