

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

Company:	GVRC		Date:	04.07.2020	
Site:	Innopolis		Prepared by:	Harini	
Report From / To	28.06.2020 to 04.07.2020		Approved by:		
Report Date	04.07.2020				
List of requisitions numbers missing in the report*: 163074					
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#	
163043	13.06.20	01	Digital Concrete Thermometer	PO to be issued.	
163054	17.06.20	01	Wall clocks	PO to be issued	
163075	02.07.20	01	Water Bottles	PO to be issued.	
163076	02.06.20	01	MS flat patti	PO to be issued.	
163077	03.07.20	01	Laptop	PO to be issued.	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
163035	06.06.2020	01	Atlas Cycle	Will be delivered by next week.	
163048	17.06.20	06	Water glasses	Will be delivered by 06.07.2020	
163072	27.06.2020	01 to 03	Rain coats	Will be delivered by 06.07.2020	
No. of gate passes issued this week:			1	From No.	29.06.20 To No. 29.06.20
Delivery van site visit on:			29th, 01st, 02nd		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1510	To No.	1519	
Items not ordered but received: Nil					
Items sent to HO / vendor that are pending for repair: Electrical Bike					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign					
Date	04.07.2020		04.07.2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send report to purchase@modiproperties.com, ashaiya@modiproperties.com and raj@modiproperties.com on every Saturday. 3. Admin officer shall not leave the site without completing this report. 4. Ensure that all items 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!