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

Company:	GVRC		
Site:	Innopolis	Date:	18.07.2020
Report From / To	12.07.2020 to 18.07.2020	Prepared by:	Radhika
Report Date	18.07.2020	Approved by:	

List of requisitions numbers missing in the report*:163089

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

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

163016	27.05.20	01	CC rings	Will be delivered by 20.07.2020
163035	06.06.20	01	Atlas Cycle	Will be delivered by next week.
163048	17.06.20	06	Water glasses	Will be delivered by 20.07.2020
163072	27.06.20	03	Rain coats	6 delivered,4 Will be delivered by 20.07.2020
163075	02.06.20	01	Water bottles	5delivered,5 Will be delivered by next week
163079	04.07.20	01	Lawn mover powered	Will be delivered by 20.07.2020
163086	10.07.20	02	Sanitizer	Will be delivered by 20.07.2020

No. of gate passes issued this week:	3	From No.	1316	To No.	1318
Delivery van site visit on:	13th Monday,14th Tuesday,16th Thursday.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1541	To No.	1552	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY	Certified by: Radhika	
Date	18.07.2020	18.07.2020	

18 2020

G. Venkatesh
Project Manager

ADMIN MANAGER
G.V.R.C PVT.LTD.

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 officers 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!