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

Company:	GVRC				
Site:	Innopolis		Date:	01.08.2020	
Report From / To	26.07.2020 To 01.08.2020		Prepared by:	Radhika	
Report Date	01.08.2020		Approved by:	G. Venkatesh	
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#	
163043	13.06.20	1	Digital Concrete Thermometer	PO to be issued	
163054	17.06.20	1	Wall clocks	PO to be issued	
163089	11.07.20	01	Flat files	PO to be issued	
163102	28.07.20	01	Safety shoes	PO to be issued	
163106	29.07.20	01	Blue shhets	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	06.06.20	1	Atlas cycle	Will be delivered by next week	
163048	17.06.20	06	Water glasses	Will be delivered by next week	
163075	02.06.20	01	Water Bottles	Will be delivered by next week	
163079	04.07.20	01	Lawn mover powered	Will be delivered by next week	
163093	17.07.20	01 to 02	Neem Powder,vermi compost.	Will be delivered by 03.08.20	
163101	27.07.20	01	CPVC pipes	Will be delivered by next week	
163104	29.07.20	01	Wooden Tadakas	Will be delivered by next week	

No. of gate passes issued this week:	01	From No.	1320	To No.	-
Delivery van site visit on:	27th,31st				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1575		To No.	1596
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			
Date	01.08.2020	01.08.2020	

APPROVED BY G. Venkatesh Project Manager

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!