

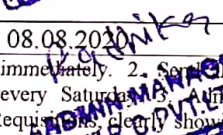
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	08.08.2020	
Site:	Innopolis		Prepared by:	Radhika	
Report From / To	02.08.2020 to 08.08.2020		Approved by:		
Report Date	08.08.2020				
List of requisitions numbers missing in the report*:163113					
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#	
163107	29.07.20	01	Gazette Plates	PO to be issued.	
163110	04.08.20	01	PVC jaali	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 10.08.20	
163048	17.06.20	06	Water glasses	Will be delivered by next week	
163075	02.07.20	01	Water Bottles	Will be delivered by next week	
163079	04.07.20	01	Lawn mover powered	Will be delivered by 10.08.20	
163102	28.07.20	01	Safety shoes	Will be delivered by 10.08.20	
163111	03.08.20	01,02	Asbestos cement sheets,Ridges	Will be delivered by next week	
No. of gate passes issued this week:		-	From No.	-	To No. -
Delivery van site visit on:		1 st ,6 th ,Saturday, Thursday.			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1601	To No.	1612	
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	08.08.2020		08.08.2020		

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

APPROVED BY

 08 AUG 2020
G. Venkatesh
 Project Manager

PROJECT MANAGER

 08.08.2020