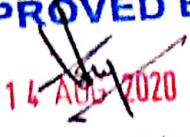


Remarks from site on the 'Requisition by Site Report' of purchase division

Company	GVRC		Date:	14.08.2020	
Site	Innopolis		Prepared by:	Radhika	
Report From / To	09.08.2020 to 14.08.2020		Approved by:		
Report Date	14.08.2020				
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*	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
163048	17.06.20	06	Water glasses	Will be delivered by next week	
163079	04.07.20	01	Lawn mover powered	Will be delivered by next week	
163102	28.07.20	01	Safety shoes	Will be delivered by 17.08.20	
163111	03.08.20	01,02	Asbestos cement sheets Ridges	Will be delivered by 17.08.20	
163117	10.08.20	01	Cement	Will be delivered by 17.08.20	
No. of gate passes issued this week:			3	From No	1323 To No. 1325
Delivery van site visit on			10.08.20		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No	1614	To No.	1628
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	14.08.2020		14.08.2020	Radhika	

Notes: 1 * Send a copy of the missing requisitions to Purchase immediately 2 Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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, clear marking of items 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, As per MTR 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

14 AUG 2020
G. Venkatesh
Project Manager