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

Company:	GVRC	Date:	21.08.2020
Site:	Innopolis	Prepared by:	Radhika
Report From / To	16.08.2020 to 21.08.2020	Approved by:	
Report Date	21.08.2020		

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#
163120	13.08.20	01,02	Coffee premix	PO t be issued
163124	18.08.20	01	Measuring Instrument	PO t be issued
163125	19.08.20	01	Asbestos ceent sheets	PO t be issued
163127	20.08.20	01	Hollow bricks	PO t be issued

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 24.08.20
163102	28.07.20	01	Safety shoes	Will be delivered by 22.08.20
163117	10.08.20	01	Cement	Will be delivered by 22.08.20
163118	12.08.20	01,02	MS round pipe	Will be delivered by next week
163121	17.08.20	01	Clamshall cards	Will be delivered by next week
163122	18.08.20	01 to 05	Lizol	Will be delivered by 22.08.20
163123	18.08.20	06	Red jckets	Will be delivered by next week
163126	19.0820	01	MS door frames	Will be delivered by next week

No. of gate passes issued this week:	1	From No.	1327	To No.	-
Delivery van site visit on:	20.08.20 & 21.08.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1646	To No.	1648	

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		Radhika	
Date	21.08.2020	21.08.2020	

APPROVED BY
G. Venkatesh
Project Manager

21 AUG 2020

Certified by:
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 rajkumar@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 MD's 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!