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

Company:	GVRC		
Site:	Innopolis	Date:	29.08.2020
Report From / To	23.08.2020 to 28.08.2020	Prepared by:	Radhika
Report Date	29.08.2020	Approved by:	

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	Coffee premix	PO to be issue
163122	17.08.20	05,06,07,08	Surf,water bottels	PO to be issue
163137	24.08.20	01	3 phase DOL motor starter	PO to be issue
163138	26.08.20	01	CC rings	PO to be issue

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	Suggested by local purchase
163118	11.08.20	01,02	MS round pipe	Will be delivered by next week
163121	13.08.20	01	Clam shall cards	50 delivered, 50 Will be delivered on 31.08.20
163122	17.08.20	02, 03	Masks, sanitizer	100 delivered 100 Will be delivered on 31.08.20 2 delivered 8 Will be delivered by 31.08.20
163123	17.08.20	06	Red jackets	Will be delivered by 31.08.20
163125	18.08.20	01	Asbestos cement sheets	Will be delivered by 31.08.20
163139	26.08.20	01	Safety shoes	Will be delivered by 31.08.20

No. of gate passes issued this week:	4	From No.	1326	To No.	1329
Delivery van site visit on:	24.08.20,25.08.20,28.08.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	1629		To No.	1684
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 29 AUG 2020 G. Venkatesh Project Manager		
Date	29.08.2020	29.08.2020	

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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!