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

Company	GVRC		
Site	Innopolis	Date	05 09 2020
Report From / To	30 8 2020 to 05 09 2020	Prepared by	Radhika
Report Date	05 09 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#
163118	11 08 20	01,02	MS round pipe	PO to be issue
163120	13 08 20	01	Coffee premix	PO to be issue
163136	24 08 20	01	MS pipe 2 mm thick	PO to be issue
163140	28 08 20	01	Camera	PO to be issue
163146	31.08.20	01	Tiles	PO to be issue
163148	04.09.20	01	Cpvc Pipe	PO to be issue
163149	04 09 20	01	Pvc pipe	PO to be issue
163150	04.09.20	01	Tan brown Granite slab	PO to be issue
163151	04.09.20	01	Tan brown Granite	PO to be issue
163155	04.09.20	01	Ms Patti	PO to be issue
163156	04.09.20	01	Hand glouse	PO to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time

163121	13.08.20	01	Clam shall cards	50 delivered, 50 Will be delivered on next week
163122	17.08.20	02, 03	Masks, sanitizer	100 delivered 100 Will be delivered on next week 2 delivered 8 Will be delivered by on next week
163138	28.08.20	01	CC rings	Will be delivered on 07.09.20
163139	26.08.20	01	Safety shoes	Will be delivered by 07.09.20
163145	31.08.20	01	Vertified tiles	Will be delivered on next week
163147	31.08.20	01	False ceiling	Will be delivered on next week
16358	03.09.20	01	Stainless steel Swing Dustbin	Will be delivered by 07.09.20

No. of gate passes issued this week:	2	From No.	1330	To No.	1332
Delivery van site visit on:	02.09.2020 ,05.09.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	1680	To No.	1698	

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	05.09.2020	05.09.2020 Radhika	

APPROVED BY

Certified by

ADMIN MANAGER

Notes: 1 * Send a copy of the missing requisitions to Purchase immediately. 2 Send this report to purchase@modiproperties.com, ashaya@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 daily 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

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

Company:	GVDC	Date:	05-09-20
Site:	Synergy119,191	Prepared by:	Nidhi
Report From / To	30-08-20 to 05-09-20	Approved by:	Srinivas kumar
Report Date	05-09-20		

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	S.no	Item Description	Reason for not preparing PO/WO#
13008	29.07.2020	04	Camera	PO to be issued

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

13008	29.07.2020	06	Sanitizers	Will be delivered by Next week
13013	10.08.200	01	CC Rings	Sizes of rings are uneven

No. of gate passes issued this week:	Nil	From No.		To No.	-
Delivery van site visit on:	02-09-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	nil		To No.	nil

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Certified by:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Admin Manager	
Date	05.09.20	05.09.2020	

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

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