

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

Company:	GVRC		Date:	12-09-2020	
Site:	INNOPOLIS		Prepared by:	P.HARINI	
Report From / To	06-09-2020 to 12-09-2020		Approved by:	G.VENKATESH	
Report Date	12-09-2020				
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#	
163120	13-08-2020	1	Coffee and Tea premix	Online purchase order to be accept . PO was not issued.	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s	
163121	13-08-2020	1	Clam Shall Cards	PO NO-69645,50 cards received and 50 are pending ,online purchase ,order was delayed.	
163138	26-08-2020	1	CC Rings	PO No.69940, monday we are going to collect the material	
163140	28-08-2020	1	Camera	Online purchase, we are going to collect it on Monday.	
163145	29-08-20	1	Vitrified tiles 2'X2'	PO No-69984, We will get it from VISTA.	
163150	31-08-2020	1	Tan Brown granite slab 2' and patti 4"	PO No-70132,We will get it from SOV.	
163151	31-08-2020	1	Tan Brown granite	PO No-70131,We will get it from SOV.	
163156	03-09-2020	1	Steel lifting hand gloves	PO No-70178, we are going to collect it on Monday.	
163159	04-09-2020	1	7/20 Aluminium 2 core cable	PO No-70144, 2 LED lights are received remaining we are going to collect it on Monday.	
163160	04-09-2020	2	50W LED lights		
163162	09-09-2020	1	3 Core copper cable	PO No-70153, we are going to collect it on Monday.	
163165	09-09-2020	1	Clamps	Po No -70345, we will get them by end of the week.	
			10 AMPS single pole MCB'S	PO No-70321, we are going to collect it on Monday.	
No. of gate passes issued this week:			1	From No.	1333
Delivery van site visit on:			09-09-2020 & 11-09-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1695	To No.	1732	
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	12-09-2020		12-09-2020		

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