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

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|---|---|---|---|
| Company: | GVRC | Date: | 19 -09-2020 |
| Site: | INNOPOLIS | Prepared by: | P.HARINI |
| Report From / To | 13-09-2020 to 19-09-2020 | Approved by: | G.VENKATESH |
| Report Date | 19-09-2020 | | |

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. |
| 163171 | 14-09-2020 | 1 | Spanner set | Sent for MD approval. |

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$ |
|---|---|---|---|---|
| 163121 | 13-08-2020 | 1 | Clam Shall Cards | 50 cards received and 50 are pending ,online purchase ,order was delayed. |
| 163138 | 26-08-2020 | 1<br>2 | CC Rings<br>CC cover | local purchase ,following up with Raghu, we will get them by next week. |
| 163145 | 29-08-20 | 1 | Vitrified tiles 2'X2' | We will get it from VISTA by next week. |
| 163150 | 31-08-2020 | 1 | Tan Brown granite slab 2' and patti 4" | We will get it from SOV by next week. |
| 163151 | 31-08-2020 | 1 | Tan Brown granite | We will get it from SOV by next week. |
| 163152 | 01.09.2020 | 1<br>2 | wire1/18-Yellow<br>wire1/18-Black. | Partly material not available at SSLLP. |
| 163159 | 04-09-2020 | 1<br>2 | 2 core cable<br>50W LED lights | Partly received and balance no stock at ssllp. |
| 163162 | 09-09-2020 | 1<br>2 | Ms round pipe<br>clamps | Material is in transit. |
| 163169 | 14-09-2020 | 1 | Cover blocks | No stock at ssllp. |
| 163167 | 12-09-2020 | 1 | Split AC | We will get it by Monday evening. |
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|---|---|---|---|---|---|
| No. of gate passes issued this week: | 1 | From No. | 1334 | To No. | 1339 |
| Delivery van site visit on: | 15.09.2020&16.09.2020&18.09.2020 | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | Yes | | | | |
| DC register Sl. No. during the week | From No. | 1733 | To No. | 1758 | |
| Items not ordered but received: | NIL | | | | |
| Items sent to HO /vendor that are pending for repair: | | | | | |

APPROVED BY

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | | | 19/09/20. |
| Date | 19-09-2020 | 19-09-2020 | |

19 SEP 2020

G. Venkatesh
Project Manager

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 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!