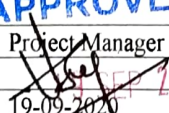
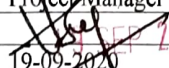
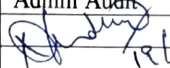


Remarks from site on the 'Requisition by Site Report' of purchase division

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	CC Rings	local purchase ,following up with Raghu, we will get them by next week.	
		2	CC cover		
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	wire1/18-Yellow	Partly material not available at SSSLP.	
		2	wire1/18-Black.		
163159	04-09-2020	1	2 core cable	Partly received and balance no stock at sslp.	
		2	50W LED lights		
163162	09-09-2020	1	Ms round pipe	Material is in transit.	
		2	clamps		
163169	14-09-2020	1	Cover blocks	No stock at sslp.	
163167	12-09-2020	1	Split AC	We will get it by Monday evening.	
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  G. Venkatesh Project Manager					
Details	Project Manager	Admin Officer/Manager		Admin Audit	
Sign					
Date	19-09-2020	19-09-2020		19/09/20	

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!