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

Company	GVRC	Date:	26-09-20
Site	Innopolis	Prepared by:	Radhika
Report From / To	20 09 2020 to 26 09 2020	Approved by:	Venkatesh G
Report Date	26-09-2020		

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		Item Description	Reason for not preparing PO/WO#
163120	13.08.2020	01	Coffee and Tea premix	Online Purchaseorder to be accept. PO to be issued.
163171	14.09.2020	01	Spanner set	Sent for MD Approval.
163173	18.09.2020	01	Camera	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 Suppliers
163138	26.08.2020	1 2	CC Rings CC cover	Party delivered, pending we will recieve them by 29.09.2020
163167	12.09.2020	1	Split AC	Material at HO, we will receive it by Monday.
163169	14.09.2020	1	Cover blocks	Party delivered remaining No Stock at ssllp.
163179	23.09.2020	1	Welding electrodes	Ready with Supplier we will get it by monday

No. of gate passes issued this week:	2	From No.	1340	To No.	1342
Delivery van site visit on:	19.09.20 & 21.09.20 & 23.09.20 & 24.09.20 & 26-09-20.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1759	To No.	1785	

Items not ordered but received: Nil

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

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26.09.20	26.09.2020	

APPROVED BY
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 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!