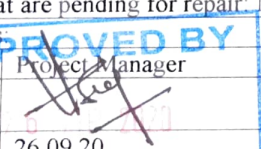


Remarks from site on the 'Requisition by Site Report' of purchase division

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	CC Rings	Party delivered, pending we will receive them by 29.09.2020	
		2	CC cover		
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 sslp.	
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		

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