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

Commonwi	GVRC	1		Date:	03	3.10.2020		
Company: Site:					Radhika			
Site: Innopolis Report From / To 27.09.2020 to 03.10.202		Approved by:						
Report Date	03.10							
List of requisit		missing in the repo	rt*·					
List of requisit	ions where P	D/WO not prepared	3 worki	ng days after requis	sition:			
List of requisitions where PO/WO not prepare Req No. Req Date		or vi o not prepared	Item Description		Reason for not preparing PO/WO"			
163120	13.08.2020	01		Coffee and Tea premix		Online purchase order to be accept		
103120	13.08.2020					PO to be issued.		
163171	14.09.2020	01	01 S		Sent for MD Approval			
163187	28.09.2020		Wall tiles		Sent for MD Approval			
103107	20.03.2020							
List of requis	itions where I	O/WO is prepared	and items	have not been rece	eived at sit	te beyond the lead time:		
163138	26.08.202		CC Ri	CC Rings		Party delivered, Pending we will		
		2	CC cover		recieve them by 05.10.2020			
163169	12.09.202	0 1	Cover	Cover blocks		Party delivered Remaining no stock at ssllp.		
163173	18.09.202	.0 1,2	Came	Camera		at ssllp, we will get it	by	
						05.10.2020		
163185	28.09.202	20 01	Door	Door mats		Material at ssllp, we will get it by		
			70.1	TO'I		05.10.2020 Material at ssllp, we will get it by		
163186	28.09.202	01	Tiles	liles		020	Бу	
1/2100	28.00.20	20 01	Stool	Steel gre granite		l at ssllp, we will get it	hv	
163188	28.09.202	20 01	Steel gre granne		06.10.2020			
163189	28.09.202	20 01	Steel gre granite		Material at ssllp, we will get it by		by	
103189	28.09.20		Steek	Stock group grants		06.10.2020		
163195	30.09.202	20 01	Rain Coats		Material at ssllp, we will get it by 05.10.2020			
103193	30.03.23							
No. of gate passes issued this week:			4	From No.	1343	To No. 1346	5	
Delivery van site visit on				29.09.2020 ,03.10.2020				
Inward repor	t (MRN/othe	r) & stock report en	nailed in	pdf format to purc	hase?	Yes		
DC register S			m No.	1785		To No. 1790		
Items not ord								
Items sont to	HO /vendor	hat are pending for	repair:					
Other correct	ions & remar	ks.	1					
Other corrections & remarks: Details Project Manager			-	Admin Officer/Manager Admin Audit				
Details		1 Toject Manage						
Sign		1 the						
Date	G. \	03.10.2020		03.10.2020				
Nation 1 * Sono	a convert	e missing requisitions	to Purch	ase immediately. 2.	Send this	report to <u>purchase@modiproper</u>	ties.c	

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