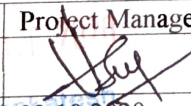


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC	Date:	03.10.2020
Site:	Innopolis	Prepared by:	Radhika
Report From / To	27.09.2020 to 03.10.2020	Approved by:	
Report Date	03.10.2020		
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
163120	13.08.2020	01	Coffee and Tea premix
163171	14.09.2020	01	Spanner set
163187	28.09.2020	01	Wall tiles
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
163138	26.08.2020	1	CC Rings
		2	CC cover
163169	12.09.2020	1	Cover blocks
163173	18.09.2020	1,2	Camera
163185	28.09.2020	01	Door mats
163186	28.09.2020	01	Tiles
163188	28.09.2020	01	Steel gre granite
163189	28.09.2020	01	Steel gre granite
163195	30.09.2020	01	Rain Coats
No. of gate passes issued this week:	4	From No.	1343
		To No.	1346
Delivery van site visit on:	29.09.2020, 03.10.2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	1785	To No. 1790
Items not ordered but received: Nil			
Items sent to HO / vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	03.10.2020	03.10.2020	

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!