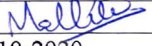
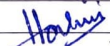


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	10-10-2020	
Site:	INNOPOLIS		Prepared by:	P.HARINI	
Report From / To	04-10-2020 to 10-10-2020		Approved by:	G.VENKATESH	
Report Date	10-10-2020				
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	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 not accepting the order trying to get at retail selling .	
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 ^s	
163169	14-09-2020	1	Cover blocks	Partly received remaining we will receive them by Tuesday.	
163185	25-09-2020	1	Door mats	We will get it by Monday .	
163188	26-09-2020	1	Steel gray granite	We will get it by Monday evening.	
163189	26-09-2020		Steel gray granite	We will get it by Monday evening.	
163195	29-09-2020	1	Rain coats	We will get it by Monday evening.	
No. of gate passes issued this week:			1	From No.	1347 To No. 1350
Delivery van site visit on:			05.10.2020&08.10.2020&09.10.2020&10.10.2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	1792	To No.	1840
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	10-10-2020		10-10-2020		

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