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

Company:	GVRC	Date:	17-10-2020
Site:	INNOPOLIS	Prepared by:	P HARINI
Report From / To	11-10-2020 to 17-10-2020	Approved by:	G VENKATESH
Report Date	17-10-2020		

List of requisitions numbers missing in the report*: 163211

List of requisitions where PO/WO not prepared 3 working days after requisition:

163120	13-08-2020	1	Coffee and Tea premix	Local purchase by Prabhakar sir
163207	09-10-2020	1	Water cloudy silver-wall tiles	PO has been not issued

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$
163185	25-09-2020	1	Door mats	We will get it by Tuesday
163188	26-09-2020	1	Steel gray granite	We will get it by Tuesday evening
163189	26-09-2020	1	Steel gray granite	We will get it by Tuesday evening
163206	09-10-2020	1	Gunny bags	PO NO-71252 partly received and pending we will receive them by Tuesday
163208	09-10-2020	1	Steel gray granite	Material ready at SOV , we will collect them

No. of gate passes issued this week:	nil	From No.	-	To No.	-
Delivery van site visit on:					
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	APPROVED BY		
Date	17-10-2020	17-10-2020	

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!