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

Company:	GVRC	Date:	23-10-2020
Site:	INNOPOLIS	Prepared by:	P.HARINI
Report From / To	18-10-2020 to 23-10-2020	Approved by:	G.VENKATESH
Report Date	24-10-2020		

List of requisitions numbers missing in the report*:

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 .
163217	20-10-2020	1	Cement	PO has been not issued.
163216	20.10.2020	1	Binding wire	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$
163215	19-10-2020	1	Safety shoes	We will get it by Tuesday .
163214	19-10-2020	1	Measuring tape	We will get it by Tuesday evening.
163213	19-10-2020	1	Orange colour spray	We will get it by Tuesday evening.
163212	18-10-2020	1	Curing pipe	No stock at SSLLP.
163211	13-10-2020	1	Labour shoes	We will receive them by Tuesday.
163206	09-10-2020	1	Gunny bags	PO NO-71252 Partly received and remaining we will receive by Tuesday.

No. of gate passes issued this week:	2	From No.	1502	To No.	1503
Delivery van site visit on:	19th &20th&22nd				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1841		To No.	1861
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	23-10-2020	23-10-2020	

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!

APPROVED BY
23 OCT 2020
G. Venkatesh
Project Manager