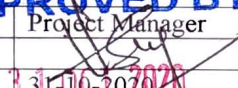


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	31-10-2020	
Site:	INNOPOLIS		Prepared by:	P.HARINI	
Report From / To	25-10-2020 to 31-10-2020		Approved by:	G.VENKATESH	
Report Date	31-10-2020				
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 .	
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	
163221	28-10-2020	1	Helmets	We wil receive the material by Monday.	
163220	27-10-2020	1	Harpic	We will receive the material by Monday.	
163214	19-10-2020	1	Measuring tapes	We will receive the material by Monday.	
163213	18-10-2020	1	Orange colour spray	We will receive the material by Monday.	
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.	1504 To No. 1505
Delivery van site visit on:			27 th &28 th &29 th &30 th &31 st		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	1861	To No.	1972
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	31-10-2020		31-10-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and brahmanand@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward number is entered 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!