+9 Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC	Date:	07.11.2020
Site:	Innopolis	Prepared by:	Radhika
Report From / To	01.11.2020 to 07.11.2020	Approved by:	
Report Date	07.11.2020		

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	Reason for not preparing PO/WO#
163120	13.08.2020	1	Coffee and Tea premix	Local Purchase by Prabhakar sir.
163226	30.10.2020	1	Wall Hang	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:

163226	04.11.2020	01	Slum cone	We will receive the material by Monday
163235	03.11.2020	1,2	MS square pipe	We will receive the material by Monday
163234	02.11.2020	1 to 5	Labour shoes	We will receive the material by Tuesday
163232	30.10.2020	1	Fan-pure white	We will receive the material by monday
163225	30.10.2020	1	Wall Mixture	Partly received and remaining we will receive by Tuesday
163221	28.10.2020	1,2	Safety jackets	We will receive the material by monday
163213	19.10.2020	1	Orange colour spray	We will receive the material by monday
163206	09.10.2020	1	Gunny bags	Partly received and remaining we will receive by Tuesday
163195	29.09.2020	1	Rain coats	Partly received and remaining we will receive by Tuesday

No. of gate passes issued this week:	2	From No.	1506	To No.	1508
Delivery van site visit on:	03.11.2020, 04.11.2020,06.11.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1973	To No.	1993	
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	07 NOV 2020		
Date	07.11.2020	07.11.2020	

APPROVED BY
G. Venkatesh
Project Manager

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!