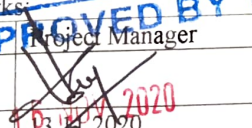


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	13.11.2020	
Site:	Innopolis		Prepared by:	Radhika	
Report From / To	08.11.2020 to 14.11.2020		Approved by:		
Report Date	13.11.2020				
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.	
163240	07.11.2020	1	Canon printer cabel	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:					
163244	09.11.2020	1	Gunny Bags	No stock at sslp.	
163241	09.11.2020	1	Solid blocks	We will receive the material by Tuesday	
163238	07.11.2020	1 to 3	GI buckets	We will receive the material by Tuesday	
163239	07.11.2020	1	Mouse pads	We will receive the material by Tuesday	
163237	07.11.2020	1 to 9	Mopping sticks	We will receive the material by Monday	
163234	02.11.2020	1 to 5	Labour shoes	We will receive the material by Tuesday	
163235	03.11.2020	1,2	MS square pipe	We will receive the material by Tuesday	
163221	28.10.2020	4,6	Safety jackets	Partly received and remaining we will receive by Tuesday	
163225	30.10.2020	1	Wall mixture	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:			4	From No.	1509 To No. 1512
Delivery van site visit on:			09.11.2020 & 10.11.2020 & 11.11.2020 & 12 th,13th.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	2043	To No. 2071		
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					
Date	13.11.2020		13.11.2020		

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