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

Company	GVRC	Date:	21-11-2020
Site	INNOPOLIS	Prepared by:	P.HARINI
Report From / To	15-11-2020 to 21-11-2020	Approved by:	G.VENKATESH
Report Date	21-11-2020		

List of requisitions numbers missing in the report*:

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

163226	30-10-2020	1	Sanitary material	PO to be issued.
163246	13-11-2020	1	Bore well 3-phase starter	PO has to be issued.
163249	13-11-2020	1	Chairs with casters	PO has to be 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$
163259	17-11-2020	1-4	DOL starters	PO-7228,72230 ,Ready with the supplier, we will receive by Monday.
163258	17-11-2020	1-2	1" MS square pipe	PO-72282, Ready with the supplier, we will receive by Monday.
163256	17-11-2020	1	Pen drives	PO-72225, No stock at SSLLP.
163255	17-11-2020	1-5	Safety belts, helmets	PO-72237, partly ready with the supplier.
163252	16-11-2020	1-7	CPVC material	PO-72191,In transit.
163251	13-11-2020	1	Roller blind	PO-72158, we will receive by Tuesday.
163250	13-11-2020	1	Mirror with frame	PO-72159, In transit.
163248	13-11-2020	1	Chipping machine	PO-72302, In transit.
163247	13-11-2020	1	Grinding machine	PO-72303,In transit.
163244	09-11-2020	1	Gunny bags	PO-72019, Material ready at ssllp, we will receive by monday
163238	07-11-2020	2-3	Curing pipe	PO-71955, Partly received ,remaining we will receive by Monday.
163234	02-11-2020	1-5	Labour shoes	PO-71822, In transit.
163225	30-10-2020	3-6	CP fittings	PO-71777, Partly received.

No. of gate passes issued this week:	1	From No.	1513	To No.	-
Delivery van site visit on:	17-11-2020&18-11-2020&20-11-2020.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1994		To No.	2080
Items not ordered but received:	NIL				
Items sent to HO /vendor that are pending for repair:					

APPROVED BY

G.Venkatesh
Project Manager

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	21-NOV-2020 21-11-2020	21-11-2020	

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