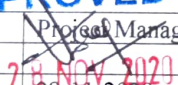


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GVRC		Date:	28-11-2020	
Site:	INNOPOLIS		Prepared by:	P.HARINI	
Report From / To	22-11-2020 to 28-11-2020		Approved by:	G.VENKATESH	
Report Date	28-11-2020				
List of requisitions numbers missing in the report*:					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
163246	13-11-2020	1	Bore well 3-phase starter	PO 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 ^s	
163265	23-11-2020	1	Cover blocks	No stock at sslp.	
163255	17-11-2020	3	Safety Nets	PO:72237Partly received ramining receive on Monday.	
163256	17-11-2020	1	Pen drives	PO-72225, No stock at SSLLP.	
No. of gate passes issued this week: 1 From No. 1514 To No. 1515					
Delivery van site visit on: 23-11-2020 & 24-11-2020 & 25-11-2020 & 26-11-2020.					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	2115	To No.	2134	
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:					
APPROVED BY  G Venkatesh Project Manager 28-11-2020					
Details	Project Manager	Admin Officer/Manager		Admin Audit	
Sign					
Date	28-11-2020	28-11-2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumar@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!