Company:	GVRC	Date:	05-12-2020
Site:	INNOPOLIS	Prepared by:	P.HARINI
Report From / To	29-11-2020 to 05-12-2020	Approved by:	G.VENKATESH
Report Date	05-12-2020		

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.
163266	23-11-2020	1	Punching machine battery	PO to be issued.
163270	01-12-2020	1-2	Coffee& Tea premix	PO to be issued.
163271	01-12-2020	1	3phase DOL 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$
163255	17-11-2020	3	Safety Nets	PO:72237Partly received remaining will receive on Monday.
163256	17-11-2020	1	Pen drives	PO-72225, No stock at SSLLP.
163265	23-11-2020	1	Cover blocks	No stock at ssllp.
163267	28-11-2020	1-2	Sanitary	PO-72627&72631,We will receive by Monday.
163268	30-11-2020	1	Pop-Up box	PO-72637, Material ready we will receive by monday
163269	30-11-2020	1	Fosroc Lokfix	PO-72595,Will receive by Monday.
163272	01-12-2020	3	M.S sheet	PO-72639,Partly received remaining Will receive by Monday.

No. of gate passes issued this week:	1	From No.	1516	To No.	1517
Delivery van site visit on:	30-11-20,01-12-20,02-12-20 & 04-12-20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	2135		To No.	2153
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	05-12-2020	05-12-2020	

APPROVED BY
G. Venkatesh
Project Manager
05 DEC 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 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!