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

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|---|---|---|---|
| Company: | GVRC | Date: | 12.12.2020 |
| Site: | Innopolis | Prepared by: | Radhika |
| Report From / To | 06.12.2020 To 12.12.2020 | Approved by: | |
| Report Date | 12.11.2020 | | |

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# |
|---|---|---|---|---|
| 163266 | 23.11.2020 | 1 | Biometric meachine battery | PO not issued. |
| 163274 | 04.12.2020 | 1 | LED Lights | PO not issued. |
| 163275 | 04.12.2020 | 1 | LED Lights | PO not issued. |
| 163276 | 07.12.2020 | 1 | Automatic Rebar tying machine | PO not issued. |
| 163277 | 07.12.2020 | 1 to 2 | Twisted wire brush | PO not issued. |
| 163282 | 09.12.2020 | 1 | SDCard | PO not issued. |
| | | | | |

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

| | | | | |
|---|---|---|---|---|
| 163281 | 09.12.2020 | 1 to 9 | Pens | We will receive the material by Tuesday |
| 163268 | 30.11.2020 | 1 | Pop-up box | We will receive the material by Tuesday |
| | | | | |

| | | | | | |
|---|---|---|---|---|---|
| No. of gate passes issued this week: | Nil | From No. | - | To No. | - |
| Delivery van site visit on: | 07.12.2020 & 08.12.2020& 10th,12th. | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | Yes | | | | |
| DC register Sl. No. during the week | From No. | 2154 | To No. | 2216 | |

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 | APPROVED BY 12 DEC 2020 G. Venkatesh Project Manager | | |
| Date | 12.12.2020 | 12.12.2020 | |

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