<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

Company:	GVRC	Date:	16.01.2021
Site:	Innopolis	Prepared by:	Sanjay
Report From / To	09.01.2021 To 16.01.2021	Approved by:	Venkatesh
Report Date	16.01.2021		

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#
163276	07.12.2020	1	Automatic Rebar tying machine	PO not issued.
163302	06.01.2021	10,11&&12	Rechargable battery	PO not issued.

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

163277	07.12.2020	1 to 2	Twisted wire brush	Delay by purchase assistant
163291	18.12.2020	1 & 3	Browne tapes & Scissors	05 Balance 02 Balance
163303	07.01.2021	1-6	MS material	Supplier is arranging for material
163305	07.01.2021	1	Tenax(marble and tiles adhesive)	Local purchase
163307	09.01.2021	1	Curing compound	20 Ltrs- balance
163308	09.01.2021	1	Covering blocks	4000 nos- balance
163310	11.01.2021	3	RCC square cover	Supplier is arranging for material
163311	12.01.2021	1	Cement -PPC	Req sent to MD's approval

No. of gate passes issued this week:	3	From No.	1522	To No.	1524
Delivery van site visit on:	9th, 12th 14tth				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	2398	To No.	2409	

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	Mallle		
Date	16.01.2021	16.01.2021	16.01.2021

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!

VERIFIED BY
16 JAN 2021
R. SANJAY KUMAR
MANAGER-AUDIT