

62834

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

Company:	GVRC		Date:	22.01.2021	
Site:	Innopolis		Prepared by:	Sanjay	
Report From / To	16.01.2021 To 22.01.2021		Approved by:	Venkatesh	
Report Date	22.01.2021				
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.	
163277	07.12.2020	1 to 2	Twisted wire brush	Delay by purchase assistant	
163302	06.01.2021	10,11&&12	Rechargable battery	Po not issued	
163311	12.01.2021	1	Cement -PPC	Po not issued	
163313	12.01.2021	1-3	1. Lemon tea powder 2. Coffee powder	Po not issued	
163319	18.01.2021	1&2	Drill bits	Po not issued	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
163291	18.12.2020	1 & 3	Browne tapes & Scissors	05 Balance 02 Balance	
163303	07.01.2021	1-6	MS pipes	Supplier is arranging for material	
163308	09.01.2021	1	Covering blocks	4000 nos- balance	
163317	13.01.2021	1	Covering blocks	Supplier is arranging for material	
163320	18.01.2021	1	Plastic chairs	Supplier is arranging for material	
No. of gate passes issued this week: 2 From No. 1525 To No. 1526					
Delivery van site visit on: 16 th , 18 th , 20 th					
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes					
DC register Sl. No. during the week		From No.	2399	To No.	2436
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					
Date	22.01.2021		22.01.2021	22.01.2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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
22 JAN 2021
R. SANJAY KUMAR
MANAGER-AUDIT