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

Company:	GV Discovery center pvt.ltd	Date:	18-02-2022
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	06-02-2022 to 12-02-2022 (Sunday to Saturday)	Approved by:	K. Narsinga Rao
Report Date	18-02-2022		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
13477	16-02-2022	1 to 3	MS items	PO not issued
13476	12-02-2022	1 to 2	HILTI Re500 & Re200	PO not issued
13473	09-02-2022	1	Air Blower	PO not issued
13472	09-02-2022	1 to 5	Bosh drilling machine & hammer drilling machine & tool kit	PO not issued
13468	07-02-2022	1	HD Memory card	PO not issued
13469	07-02-2022	1 to 3	MS Rolling shutter & Motor	PO not 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.
13474	09-02-2022	2,4,5,6,7.8	Nylon cricket nets, couplers, anchor hook	Spoken with supplier, we will get material within two working days.
13441	28-12-2021	1	L Patti	Material is ready with supplier, we will get material by Tuesday
13448	03-01-2021	1	Canvas tent	Spoken with supplier, we will get material within two working days.
13455	17-01-2022	1 to 4	Safety shoes	Ready with supplier.
13452	21-01-2022	4	Glass door	Material is ready with supplier, we
13453	17-01-2022	1 to 5	Safety jackets and labour helmets	Material is ready at SSLLP, we will get material by Wednesday.

No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	10th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	508	2408	2408	
2.	10mm	.617	7.404	937	6933	6933	
3.	12mm	.89	10.68	132	1409	1409	
4.	16mm	1.58	18.96	1800	34128	0	
5.	20mm	2.47	29.64	110	3260	0	
6.	25mm	3.86	46.32	67	3103	3103	
7.	32mm	6.32	75.84	108	8190	8190	
8.	Binding wire				20	20	
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock	0

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18-02-2022	18-02-2022	18-02-2022

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

APPROVED BY
18 FEB 2022
PROJECT MANAGER