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| **General:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Date (s) of Expediting:** | | | | |  | | | | **Project Name:** | | |  | | | | | | **Vendor Name:** | | |  | | |
| **Location of Expediting:** | | | | |  | | | | **End Customer Name:** | | |  | | | | | | **PO Number:**  *(Customer to vendor)* | | |  | | |
| **Executing Branch Name:** | | | | |  | | | | **TUVIPL Customer Name:** | | |  | | | | | | **Sub Vendor Name:** | | |  | | |
| **Previous Expediting assignment Number(s):** | | | | | On-site:  Desk: | | | | **DEC/EPC/PMC Name:**  *(If applicable)* | | |  | | | | | | **PO Number:**  *(Vendor to Sub-vendor)* | | |  | | |
| **Last Expediting type and date:** | | | | | On-site /  dd-mm-yyyy | | | | **DEC/EPC/PMC Assignment No.:** | | |  | | | | | | **Contractual Delivery End Date as per PO:** | | | dd-mm-yyyy | | |
| **Overall Summary:** *(Derived from Vendor Declaration)* | | | | | | | | | | | | | | | | | | | | | | | |
| **Stage** | | | **Expected Start Date** | | **Expected End Date** | **Actual Start Date** | | | **Actual End Date** | **Expected Progress %** | | **Action Initiated for %** | | | | **Actual Progress %** | | **Concern Closure %** | **Concerns**  *(Open / Total)* | | **Delay in days** | | **Progress**  **Status** |
| Engineering | | |  | |  |  | | |  |  | |  | | | |  | |  |  | |  | |  |
| Procurement | | |  | |  |  | | |  |  | |  | | | |  | |  |  | |  | |  |
| Manufacturing | | |  | |  |  | | |  |  | |  | | | |  | |  |  | |  | |  |
| Final Stages | | |  | |  |  | | |  |  | |  | | | |  | |  |  | |  | |  |
| **Overall** | | |  | |  |  | | |  |  | |  | | | | **000** | |  |  | |  | |  |
| **Status:** Early / On-time / Delayed *(Refer item-wise delay section for more details) Green / Yellow / Red* | | | | | | | | | | | | | | | | | | | | | | | |
| **Gantt Chart:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Item Details and status:** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | | **Item Code** | | | **Item Description** | | | | | **UOM** | | **Quantity** | | | **CDD** | | | **EDD** | **Concerns**  *(Open / Total)* | | **Progress %** | **Progress**  **Status** | |
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| **Open Concerns:** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Stage** | | | | **Raised on** | **Category** | | **Details** | | **Action Required by** | | | **Catch up Plan /**  **Mitigation by** | | | | | **Expected closure date** | **Current status** | | **Comments in this assignment** | | |
|  | Manufacturing | | | |  |  | |  | | TUVI/C/V | | |  | | | | |  | Open | |  | | |
|  |  | | | |  |  | |  | | To be add | | |  | | | | |  |  | |  | | |
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| **Delays (Item-wise and stage-wise):** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Stage** | | | | **Expected end date** | **Delay in days** | **Reason for Delay** | | | **Action Required by** | **Catch up Plan** | | | | | | | | | **Current status** | **Comments in this assignment** | | |
|  |  | | | |  |  |  | | | TUVI/C/V add |  | | | | | | | | | Open /  Closed |  | | |
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| **Engineering:** | | | | | | | | | | | | | | | | | | | | | | | |
| **(Action initiated for %)** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Document Name** | | | | **Number and revision date** | | | | | | | | | | | | | **Status** | | | **Status changed / updated on** | | |
|  |  | | | |  | | | | | | | | | | | | |  | | |  | | |
|  |  | | | | action taken on % documents to be added | | | | | | | | | | | | |  | | |  | | |
| **Engineering Observations / Remarks:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Procurement:** | | | | | | | | | | | | | | | | | | | | | | | |
| **(Action initiated for %)** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Material Description** | | | | | | | | **UOM** | **Quantity** | | **Supplier Name** | | | | **CDD of supplier** | | **EDD of supplier** | **Status** | | **Status Changed / updated on** | | |
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|  | % material ordered field to be added | | | | | | | |  |  | |  | | | |  | |  |  | |  | | |
| **Procurement Observations / Remarks:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Manufacturing:** | | | | | | | | | | | | | | | | | | | | | | | |
| **(Action initiated for %)** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Part Name** | | | | | | | | | | | | | | | **UOM** | | **Quantity** | **Status** | | **Status Changed / updated on** | | |
|  |  | | | | | | | | | | | | | | |  | |  |  | |  | | |
|  | % part covered field to be added | | | | | | | | | | | | | | |  | |  |  | |  | | |
| **Manufacturing Observations / Remarks:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Final Stage:** | | | | | | | | | | | | | | | | | | | | | | | |
| **(Action initiated for %)** | | | | | | | | | | | | | | | | | | | | | | | |
| **PO Item Number** | **Stage** | | | | | | | | | | | | | | | | | | **Status** | | **Status Changed / updated on** | | |
|  |  | | | | | | | | | | | | | | | | | |  | |  | | |
|  | % of final stages covered field to be added | | | | | | | | | | | | | | | | | |  | |  | | |
| **Final Stage Observations / Remarks:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Commercials document verification:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Documents** | | | | | | | **Verified on** | | | **Status** | | | | | | | **Action Required by** | **Remarks** *(if any)* | | | | | |
| PO Acceptance record | | | | | | |  | | | Available / not available | | | | | | |  |  | | | | | |
| Performance Bank Guarantee Submission | | | | | | |  | | | Submitted / Not submitted / Not  applicable | | | | | | |  |  | | | | | |
| Advance Bank Guarantee submission | | | | | | |  | | | Submitted / Not submitted / Not  applicable | | | | | | |  |  | | | | | |
| Partial Payment received by vendor as per PO terms | | | | | | |  | | | Claimed / Received / part received / final payment received / not applicable | | | | | | |  |  | | | | | |
| **Attendees in this assignment:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Representing** | | | | **Name** | | | | | | **Designation** | | | | | | | | **Email ID** | | | | | |
| TUVI / Vendor / Sub-vendor / Customer | | | |  | | | | | |  | | | | | | | |  | | | | | |
| **Authorised Signatures:** | | | | | | | | | | | | | | | | | | | | | | | |
| **For TUV India Private Limited** | | | | | | | | | | | | | | **Vendor / Sub Vendor** | | | | | | | | | |
|  | | | | | | | | | | | | | | (Seal / Signature / Date) | | | | | | | | | |
| **Name:** |  | | | | | **Date:** |  | | | | | | | **Name:** | | | | | | | | | |
| **Attachments:** | | | | | | | | | | | | | | | | | | | | | | | |
| Pictures taken during Expediting | | | | | | Refer page / Not applicable | | | | | | | | | | | | | | | | | |
| List of closed concerns | | | | | | Refer page / Not applicable | | | | | | | | | | | | | | | | | |
| Expediting records | | | | | | \_\_ Pages | | | | | | | | | | | | | | | | | |
| **Distribution:** | | | | | | | | | | | | | | | | | | | | | | | |
|  | Customer / End User | | | | | |  | | | Vendor / Sub Vendor | | | | | | | |  | TUVI Executing / Originating Branch | | | | |
| **Revision Number:**  **Reason for revision:** | | | | | | | | | | | | | | | | | | | | | | | |

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| **Pictures taken during Expediting:** | | |
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| **Closed Concerns:** | | | | | | | | |
| PO Item Number | Stage | Raised on | Details | Action Required by | Catch up Plan /  Mitigation by | Expected closure date | Current status | Comments in this assignment |
|  | Manufacturing |  |  | TUVI/C/V |  |  | Closed |  |
|  |  |  |  | To be add |  |  |  |  |
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