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

Company:	MRGV	Date:	30-04-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	23-04-2022 to 29-04-2022	Approved by:	Sarwar
Report Date	30-04-2022		

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#
95063	11-02-2022	1	Callisto- AC CTY00034 Tiles	PO not issue
95083	16-03-2022	1-3,5-18,20	Gym room material	PO not issue
95084	16-03-2022	1,2	Yoga mat, Digital weighing machine	PO not issue
95086	16-03-2022	1-5	Cafeterial material	PO not issue
95089	16-03-2022	1,3	Lawn mover, Hedge cutter	PO not issue
95090	16-03-2022	1-2	Split AC, Casette AC	PO not issue
95091	16-03-2022	4	M Fold Paper for paper dispenser	PO not issue

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95082	16-03-2022	1-15	Cretch room naterial	Supplier arranging for material.
95085	16-03-2022	1-8	Recreation room material	Supplier arranging for material.
95087	16-03-2022	1	Ro Plant	Supplier arranging for material,
95088	16-03-2022	5	Bosch presuure cleaner	Supsplier arranging for material, will get within three working days
95093	16-03-2022	1	Mirror with frame	Material is readt with supplier, will get within three working days
95095	16-03-2022	1	Floor mat	Supplier arranging for material,
95100	24-03-2022	1	Recron	Material reat at SSLLP, Will get within three working days.
95103	24-03-2022	1	Breath analyser	Online purchase
95121	26-04-2022	5,9,12,13,14,15,18,21,22	CPVC Material	Material is ready at SLLP, will get material within three working days.

No. of gate passes issued this week:	NIL	From No.		To No.
Delivery van site visit on:	23rd 26th 27th			
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			

2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock		OPC last weeks stock	100	PPC/PSC stock		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		30-04-2022		30-04-2022		

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 ompleting 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!