

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

Company:	MRGV	Date:	19-11-2022
Site:	BRGV	Prepared by:	Jeevana
Report From / To	10-11-2022 to 19-11-2022	Approved by:	Mallikarjun
Report Date	19-11-2022		

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#
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95221	21-10-2022	1 to 3	MS-Z angle templates	Only partly material pending
95226	21-10-2022	01	MS -L angle	Next week delivery
95239	05-11-2022	1,3	Doors and hardware	Only partly material pending
95240	07-11-2022	1 to 9	tiles	Partly received
95241	09-11-2022	1	Tile grout white	Next week delivery
95242	09-11-2022	5	CPVC - FABT	Next week delivery
95248	16-11-2022	05	Bucket with mug	Next week delivery
			NIL	From No. To No.

[No. of gate passes issued this week:

Delivery van site visit on:

16th, 17th, 18th,

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		PPC/PSC stock		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		<i>Mant</i>		<i>Jeevana</i>		
Date		19-11-2022		19-11-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumarn@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, \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication 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!