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

Company:	MRGV	Date:	11-02-2023
Site:	BRGV	Prepared by:	Jeevana
Report From / To	4-11-2022 to 04-02-2023	Approved by:	Sarwar
Report Date	11-02-2023		

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#
95315	**05-01-2023**	**1**	**Router**	**Online purchase**
95365	**08-02-2023**	**1**	**Wheel borrow**	
95367	**09-02-2023**	**1**	**MS-railing**	

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
95237	4-11-2022	1,2,3	MS grill	Out stock in SSLP
95245	12-11-2022	1,2,3	MS grill	Out stock in SSLP
95261	29-11-2022	2	MS grill	Out stock in SSLP
95275	09-12-2022	2 TO 5	Panel door and hardware	MONDAY delivered
95277	09-12-2022	3,4	Panel door and hardware	MONDAY delivered
95278	09-12-2022	3	Panel door and hardware	MONDAY delivered
95281	12-12-2022	2	MS Z angle	Out stock in SSLP
95288	19-12-2022	1	Sports-bench press for weight rod	Payment clarification process
95329	19-01-2023	1,2	MS-Z angle	Out stock in SSLP
95300	29-12-2022	1	Floor tiles	MONDAY delivered
95301	29-12-2022	9,10	Floor tiles	MONDAY delivered
95351	30-01-2023	3	Door frame-WPC	MONDAY delivered
95352	30-01-2023	3	Door frame-WPC	MONDAY delivered
95353	30-01-2023	1 to 3	MS-Z ANGLE	Out stock in SSLP
95357	01-02-2023	1,3,5,6,8,	Consumables	MONDAY delivered
95360	03-02-2023	1	Coffee powder	MONDAY delivered
95363	06-02-2023	1 TO 3	Panel door&hardware	MONDAY delivered
95364	08-02-2023	1,2	Wall putty & Enamel	MONDAY delivered
95366	09-02-2023	1 to 10	Plumbing	MONDAY delivered
95368	09-02-2023	1	Steel-MS Grill	Out stock in SSLP

				To No.	
Delivery van site visit on:	11-02-2023				

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 &	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of	Stock at site in Kgs	Previous stock in Kgs

				rods		
	8mm	.395	4.74			
1.	10mm	.617	7.404			
2.	12mm	.89	10.68			
3.	16mm	1.58	18.96			
4.	20mm	2.47	29.64			
5.	25mm	3.86	46.32			
6.	32mm	6.32	75.84			
7.						

OPC stock Details	Binding wire	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	
		Project manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11-02-2023		11-02-2023			

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 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!

APPROVED BY

11 FEB 2023

SYED GOLAM SARWAR
Asst. Project Manager/BRGV