

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

Company:	MRGV	Date:	19-08-2023			
Site:	BRGV	Prepared by:	Jeevana			
Report From / To:	23-06-23 to 19-08-2023	Approved by:	Sarwar			
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		
20230623036	23-06-2023	2,3	MS-Z angle	No stock at SSLLP, powder coat under process		
20230630050	30-06-2023	1	Breath analyser	Online purchase,		
20230704001	04-07-2023	1	sports	supplier arranging material		
20230721015	21-07-2023	3	Electrical-round	Bill under progress		
20230720016	20-07-2023	3	General item	Online purchase		
20230807026	07-08-2023	1	Furinture& fixtures	Under fabrication		
20230809040	09-08-2023	15	plumbing	We will collect on 24-08-2023		
20230816057	16-08-2023	1 to 5	plumbing	We will collect on 24-08-2023		
20230818026	18-08-2023	1	consumables	We will collect on 24-08-2023		
20230819059	19-08-2023	1 to 13	tiles	We will collect on 25-08-2023		
[No. of gate passes issued this week:			NILL	From No.	To No.	
			19-08-2023			
Delivery van site visit on:						
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	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
Sl. No	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.	Binding wire					
8.		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
OPC stock	Project Manager			Admin Officer/Manager		Admin Audit
Details						
Sign						
Date	19-08-2023			19-08-2023		

Notes: 1. * Send a copy of the missing requisition to purchase. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@modiproperties.com. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisition bills 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!