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

Company:	MRMLLP	Date:	03/08/2019
Site:	AGH	Prepared by:	VIJITHA
Report From / To	22.03.2019 TO 03.08.2019	Approved by:	
Report Date	03/08/2019		

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
52722	20/07/2019	1	All in on Printer	Po.to issue
52728	31/07/2019	1 to 2	Kitchen sink	Po.to issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
52623	19.03.2019	2	Kitchen dado	Material ready with supplier
52632	05.04.2019	1 to 2	Black granite	Material ready with supplier
52647	29.04.2019	2	Country almond	Material ready with supplier
52649	29.04.2019	1	CC pipes	Supplier arranging materials
52663	14.05.2019	1 to2	Black granite	Material ready with supplier
52664	14.05.2019	2	Country almond	Supplier arranging materials
52674	28.05.2019	3 to 4	Pavers	Supplier arranging materials
52675	28.05.2019	1 to 2	Parking tiles	Supplier arranging materials
52708	05.07.2019	1 to 2	parking tiles	Supplier arranging materials
52709	03.07.2019	1	Wi-fi router	arranging materials
52717	12.07.2019	5 to 6	keyboard	Supplier arranging materials
52719	15.07.2019	3 & 6	Al windows	Supplier arranging materials
52720	16.07.2019	1	Country almond	Supplier arranging materials
52723	26/07/2019	1 to 16	Eco drainage materials	In transit
52724	30/07/2019	3 to 4	Boor Beeding	Supplier arranging materials
52725	30/07/2019	1 to 2	Solid Brick	Material ready with supplier

No. of gate passes issued this week:	Nil /	From No.		To No.
Delivery van site visit on:02/08/2019(Friday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	13071	To No.	13075

Items not ordered but received:

Items sent to HO /vendor that are pending for repair: Line lager Machine.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	03/08/19	03/08/2019	

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 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, 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!