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

Company:	MRMLLP	Date:	14/09/2019	
Site:	AGH	Prepared by:	Zakir	
Report From / To	05.04.2019 TO 9.09.2019	Approved by:		
Report Date	14/09/2019			
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	
52743	26/08/2019	1 to 3	Alcohol breath analyzer & stickers	Po to issue	
52753	07/09/2019	1	Starter	Po to issue	
52761	09/09/2019	1 to 2	Luppam & external primer	Po to issue	
52765	09/09/2019	1	Pigment ink	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$	
52632	05.04.2019	1 to 2	Black granite	Supplier arranging materials	
52638	22.04.2019	4	Sliding windows	Supplier arranging materials	
52663	14.05.2019	1 to2	Black granite	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	
52685	10.06.2019	1 to 2 &10 to13	Electrical wires	Supplier arranging materials	
52708	05.07.2019	1 to 6	Pavers & parking tiles	Supplier arranging materials	
52719	15.07.2019	3 & 6	Al windows	Supplier arranging materials	
52737	17/08/2019	1 to 3	Material issue forms	Supplier arranging materials	
52746	21/08/2019	5 to 6	Mugs & mildew sticks	Supplier arranging materials	
52750	03/09/2019	1 to 3	Cutting player & testers	Supplier arranging materials	
52751	03/09/2019	4to5&7 to 9	Envelopes	Supplier arranging materials	
52752	06/09/2019	1 to 10	Door frames	Supplier arranging materials	
52754	07/09/2019	1	Curing bundles	Supplier arranging materials	
52755	07/09/2019	1	Sintex tanks	Supplier arranging materials	
52756	07/09/2019	1	Flat patti &L angle	Supplier arranging materials	
52757	07/09/2019	1 to 7	Electrical conducting for slabs	Supplier arranging materials	
52758	07/09/2019	1 to 6	Electrical cunducting internal	Supplier arranging materials	
52759	09/09/2019	1	Indian WC	Supplier arranging materials	
52760	09/09/2019	1 to 2	Cement & grout	Supplier arranging materials	
52762	09/09/2019	1 to 13	Electrical wires	Supplier arranging materials	
52763	09/09/2019	1 to 2	Wall round sheets & plates	Supplier arranging materials	
52764	09/09/2019	1 to 4	pipe & patti	Supplier arranging materials	

No. of gate passes issued this week:	03	From No.	10856	To No.	10858	
Delivery van site visit on:	06/09/2019					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl.No. during the week	From No.	6315		To No.	6314	
Items not ordered but received: Nil						
Items sent to HO/ /vendor that are pending for repair: laser cartridge printer & Bio-metric machine						
Other corrections & remarks:						

Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	14/09/19	14/9/19		

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