

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

Company:	MRMLLP	Date:	28/09/2019				
Site:	AGH	Prepared by:	Zakir				
Report From / To	28.05.2019 TO 24.09.2019	Approved by:					
Report Date	28/09/2019						
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 2	Alcohol breath analyzer	Po to issue			
52765	09/09/2019	1	Pigment ink	Po to issue			
52772	23/09/2019	1 to 5	Aluminum sliding windows	Po to issue			
52776	24/09/2019	1 to 2	Villas flute boards	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 ^s			
52674	28.05.2019	4	Pavers	Supplier arranging materials			
52675	28.05.2019	1	Parking tiles	Supplier arranging materials			
52708	05.07.2019	1 to 2	Pavers & parking tiles	Supplier arranging materials			
52716	12.07.2019	3 to 6 & 10	Debit voucher & OT forms	Supplier arranging materials			
52719	15.07.2019	3&6	Sliding windows	Supplier arranging materials			
52746	21/08/2019	5	Mugs	Supplier arranging materials			
52751	03/09/2019	4to5&7 to 9	Envelopes & tea premix	Supplier arranging materials			
52752	06/09/2019	1 & 4 & 6 to 10	Door frames	Supplier arranging materials			
52756	07/09/2019	1 to 2	Flat patti & L angle	Supplier arranging materials			
52758	07/09/2019	1	Electrical conducting internal	Supplier arranging materials			
52763	09/09/2019	1 to 2	Wall round sheets & plates	Supplier arranging materials			
52764	09/09/2019	1 to 3	Flat patti & hinge	Supplier arranging materials			
52768	18/09/2019	1to 35	PVC materials	Supplier arranging materials			
52770	19/09/2019	1 to 6	Power coated Z angle Templets	Supplier arranging materials			
52775	24/09/2019	1	Plastic gampas	Supplier arranging materials			
52777	24/09/2019	4&15&17	Modular plates& PVC stripes	Supplier arranging materials			
52778	24/08/2019	1 to 9	Panel doors	Supplier arranging materials			
No. of gate passes issued this week:			1	From No.	10860	To No.	10860
Delivery van site visit on:			28/09/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl.No. during the week			From No.	6558	To No.	318	
Items not ordered but received: Nil							
Items sent to HO/ /vendor that are pending for repair: 1) CPU & UPS 2) 5HP motor 3) chipping machine 4) cutting machine							
Other corrections & remarks:							
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign							
Date	28/09/19		28/9/2019				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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