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

Company:	MRMLLP	Date:	07/12/2019
Site:	AGH	Prepared by:	Vijitha
Report From / To	26.08.2019 TO 06.12.2019	Approved by:	
Report Date	07/12/2019		

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	3	Engineer helmet stickers	Po to issue
52776	24/09/2019	1 to 2	Villas flute boards	Po to issue
52788	09/10/2019	1 to 12	Aluminum lugs	Po to issue
52789	09/10/2019	1 to 9	GI strip	Po to issue
52825	22/11/2019	2	Polythene sheet	Po to issue
52846	3/12/2019	1 to 12	Bathroom tiles	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
52765	09/09/2019	1	ink	Supplier arranging materials
52796	21/10/2019	1	Curb stone	Supplier arranging materials
52803	25/10/2019	9&10	Eco drain pipes	Supplier arranging materials
52809	21/10/2019	2	Starters	Supplier arranging materials
52821	16/11/2019	1	RCC square cover	Supplier arranging materials
52822	17/11/2019	1 to 3	Safety tape & stamps	Supplier arranging materials
52823	17/11/2019	1	Visiting cards	Supplier arranging materials
52824	22/11/2019	1	OBD	Supplier arranging materials
52825	22/11/2019	2	Polythene sheet	Supplier arranging materials
52826	22/11/2019	1 to 9	Panel doors	Supplier arranging materials
52827	22/11/2019	1 to 4	Door beading	Supplier arranging materials
52828	22/11/2019	1 to 13	wires	Supplier arranging materials
52829	22/11/2019	1 to 22	Electrical	Supplier arranging materials
52830	22/11/2019	1 to6	Sliding windows	Supplier arranging materials
52831	22/11/2019	1 to 6	Grills	Supplier arranging materials
52832	23/11/2019	1	Curb stone	Supplier arranging materials
52833	23/11/2019	1	Black oxide	Supplier arranging materials
52834	25/11/2019	1	Solid bricks	Supplier arranging materials
52835	26/11/2019	1 to 3	LED light	Supplier arranging materials
52836	26/11/2019	1	Bio metric cards	Supplier arranging materials
52837	26/11/2019	1 to 4	Blue pens	Supplier arranging materials
52838	28/11/2019	12	Eco drain pipes	Supplier arranging materials
52839	28/11/2019	1	Cc pipe	Supplier arranging materials
52840	28/11/2019	1 to 2	GI ball valve & pipe	Supplier arranging materials
52841	29/11/2019	1	Altek Luppam	Supplier arranging materials
52844	2/12/2019	1 to 13	Door frames	Supplier arranging materials
52845	2/12/2019	1to 6	Z angle templates	Supplier arranging materials
52847	3/12/2019	1 to 15	Eco drain pipes	Supplier arranging materials
52848	3/12/2019	1 to 9	Eco drain pipes	Supplier arranging materials

No. of gate passes issued this week:	1	From No.	10864	To No.	10864
Delivery van site visit on:	22/11/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	13368	To No.	13370	

Items not ordered but received: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	7/12/19	7/12/19.	