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

Company:	MRMLLP	Date:	04/1/2020	
Site:	AGH	Prepared by:	Vijitha	
Report From / To	28.11.2019 TO 28.12.2019	Approved by:		
Report Date	04/1/2020			

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

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
52821	16/11/219	1	RCC square covers	Supplier arranging materials
52823	~~17/11/2019~~	1	~~Visiting cards~~	~~Supplier arranging materials~~
52830	22/11/2019	2 to 4	Sliding windows	Supplier arranging materials
52831	22/11/2019	1 & 3	Grills	Supplier arranging materials
52832	23/11/2019	1	Curb stone	Supplier arranging materials
52851	7/12/2019	1 to 2	Small gate	Supplier arranging materials
52859	26/12/2019	1	Ancur nut bolt	Supplier arranging materials
52860	21/12/2019	1	Solid bricks	Supplier arranging materials
52864	27/12/2019	1 to 6	Pvc pipes	Supplier arranging materials
52865	27/12/2019	2	Luppam	Supplier arranging materials
52866	28/12/2019	1 to 10	HDPE pipes	Supplier arranging materials
52867	28/12/2019	1 to 4	MS pipe	Supplier arranging materials

No. of gate passes issued this week:	1	From No.	10869	To No.	10869
Delivery van site visit on:	3/1/2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	1463	To No.	2020	

Items not ordered but received: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	04/1/2020	4/1/2020.	

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!