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

Company:	MRMLLP	Date:	27/07/2019
Site:	AGH	Prepared by:	Vijitha
Report From / To	22.03.19 to 29.07.19	Approved by:	
Report Date	27/07/2019		

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#
52724	26/07/2019	1 to 16	Eco drain pipes	P.O to issue
52722	20/07/2019	1	All in one printer	P.O to issue
52717	12/07/2019	1 and 5 to 6	Tape	P.O to issue
52716	12/07/2019	1 to 10	Materials issue forms	P.O to issue
52715	12/07/2019	3	lizol	P.O to issue
52714	12/07/2019	1 to 2	Pens	P.O to issue
52720	16/07/2019	1	Country Almond	P.O 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
52638	26/04/19	4	A1 Glass Windows	Supplier Arraigning materials
52674	28.05.19	4	Pavers	Supplier Arraigning materials
52708	02/07/2019	1 to 2	Parking Tiles	Supplier Arraigning materials
52675	28/05/2019	1 to 2	Parking Tiles	Supplier Arraigning materials
52623	19/03/19	2	Utility Floor tiles	Supplier Arraigning materials
52632	05.04.19	1 to 2	Black Granite	Supplier Arraigning materials
52647	29.04.19	2	Kitchen Dado	Material ready with supplier
52649	29.04.19	1	C.C pipes	Supplier Arraigning materials
52663	14.05.19	1 to 2	Black Granite	Material ready with supplier
52664	14.05.19	1	Utility tiles	Material ready with supplier
52709	03/07/2019	1	Wi-fi Router	Supplier Arraigning materials
52685	10/06/2019	1 and 2 and 10 to 13	Electrical wires	Supplier Arraigning materials
52689	12/06/2019	1 to 2	PVC & CPVC pipes	Supplier Arraigning materials
52719	15/07/2019	3 and 6	A1 Glass Windows	Supplier Arraigning materials

No. of gate passes issued this week:	1	From No.	20/07/2019	To date	20/07/19
Delivery van site visit on:	26.07.2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & Remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	27/07/19	27/07/19.	

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 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!