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

Company:	MRMLLP	Date:	24/08/2019
Site:	AGH	Prepared by:	Zakir
Report From / To	05.04.2019 TO 24.08.2019	Approved by:	
Report Date	24/08/2019		

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
52737	17/08/2019	1 to 3	Materials issue forms	Po to issue
52743	20/08/2019	3	Mildew sticks	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
52709	03.07.2019	1	Wi-fi Router	arranging materials
52717	12.07.2019	5 to 6	keyboard	Supplier arranging materials
52719	15.07.2019	3 & 6	Al windows	Supplier arranging materials
52720	16.07.2019	1	Country almond	Supplier arranging materials
52722	20/07/2019	1	All in printer	Supplier arranging materials
52725	30/07/2019	1 to 2	Solid brick	Supplier arranging materials
52730	05/08/2019	1 to 2	Black granite	Supplier arranging materials
52733	12/08/2019	1 to 2	Steel	Supplier arranging materials
52744	20/08/2019	1	Kitchen sink	Supplier arranging materials

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	23/08/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	13122	To No.	13131	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair: Bore well repairing purpose.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]		
Date	24/08/19		

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!