

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

Company:	MRMLLP	Date:	07/09/2019				
Site:	AGH	Prepared by:	Zakir				
Report From / To	05.04.2019 TO 3.09.2019	Approved by:					
Report Date	07/09/2019						
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 3	Alcohol breath analyzer & 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 ^s			
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			
52719	15.07.2019	3 & 6	Al windows	Supplier arranging materials			
52737	17/08/2019	1 to 3	Material issue forms	Supplier arranging materials			
52746	21/08/2019	5 to 6	Mugs & mildew sticks	Supplier arranging materials			
52750	03/09/2019	1 to 3	Cutting player & testers	Supplier arranging materials			
52751	03/09/2019	4to5&7 to 9	Envelopes	Supplier arranging materials			
No. of gate passes issued this week:			03	From No.	10856	To No.	10858
Delivery van site visit on:			06/09/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl.No. during the week			From No.	6315	To No.	6314	
Items not ordered but received: Nil							
Items sent to HO/ vendor that are pending for repair: laser cartridge printer & Bio-metric machine							
Other corrections & remarks:							
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign							
Date	07/09/19		07/09/19				

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