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

Company:	MRMLLP	Date:	23/11/2019
Site:	AGH	Prepared by:	Vijitha
Report From / To	26.08.2019 TO 22.11.2019	Approved by:	
Report Date	23/11/2019		

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

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
52751	3/9/2019	7 to 9	LED bulbs & tea premix	Supplier arranging materials
52765	09/09/2019	1	ink	Supplier arranging materials
52795	19/10/2019	3&4	GI valve & pipe	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
52807	28/10/2019	3,4,5,7,10,11,12	consumable	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

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.	13347	To No.	13355	
Items not ordered but received: Nil					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	23/11/19	23/11/19	

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!