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

Company:	MRMLLP	Date:	21/09/2019
Site:	AGH	Prepared by:	Zakir
Report From / To	28.05.2019 TO 18.09.2019	Approved by:	
Report Date	21/09/2019		

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	Alcohol breath analyzer	Po to issue
52753	07/09/2019	1	Starter	Po to issue
52765	09/09/2019	1	Pigment ink	Po to issue
52769	18/09/2019	1	Wall care putty	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$
52674	28.05.2019	4	Pavers	Supplier arranging materials
52675	28.05.2019	1	Parking tiles	Supplier arranging materials
52708	05.07.2019	1 to 2	Pavers & parking tiles	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
52752	06/09/2019	1 to 13	Door frames	Supplier arranging materials
52756	07/09/2019	1 to 2	Flat patti &L angle	Supplier arranging materials
52757	07/09/2019	1&5 to 6	Electrical conducting for slabs	Supplier arranging materials
52758	07/09/2019	1&4 to 6	Electrical conducting internal	Supplier arranging materials
52762	09/09/2019	1	Electrical wires	Supplier arranging materials
52763	09/09/2019	1 to 2	Wall round sheets & plates	Supplier arranging materials
52764	09/09/2019	1 to 4	pipe & patti	Supplier arranging materials
52767	18/09/2019	1 to 35	CPVC materials	Supplier arranging materials
52768	18/09/2019	1to 35	PVC materials	Supplier arranging materials

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	17/09/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week	From No.	8397		To No.	7719

Items not ordered but received: Nil

Items sent to HO/ /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Zakir		
Date	21/09/19	21/09/2019.	

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!