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

Company:	MRMLLP	Date:	21/12/2019	
Site:	AGH	Prepared by:	Vijitha	
Report From / To	26.08.2019 TO 16.12.2019	Approved by:		
Report Date	21/12/2019			

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

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
52821	16/11/2019	1	RCC square cover	Supplier arranging materials
52822	17/11/2019	1 to 3	Safety tape	Supplier arranging materials
52823	17/11/2019	1	Visiting cards	Supplier arranging materials
52830	22/11/2019	1 to6	Sliding windows	Supplier arranging materials
52831	22/11/2019	1 to 6	Grills	Supplier arranging materials
52832	23/11/2019	1	Curb stone	Supplier arranging materials
52834	25/11/2019	1	Solid bricks	Supplier arranging materials
52839	28/11/2019	1	Cc pipe	Supplier arranging materials
52844	2/12/2019	1 ,2,4,5	Door frames	Supplier arranging materials
52847	3/12/2019	2 & 11	Eco drain pipes	Supplier arranging materials
52851	7/12/2019	1 to 2	Small gate	Supplier arranging materials
52855	16.12.2019	1,2,4	Wall cutting blades	Supplier arranging materials

No. of gate passes issued this week:	1	From No.	10864	To No.	10866
Delivery van site visit on:	19/12/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	7613		To No.	247

Items not ordered but received: Nil

Other corrections / remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20/12/2019	21/12/19.	

APPROVED BY
Sr. Engineer
(Project Incharge)
MODI REALTY (MGL) LLP

Checked by:
VIJITHA
Asst. Engineer (Admin)

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