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

Company:	MRMLLP				
Site:	AGH	Date:		26/10/2019	
Report From / To	28.05.2019 TO 18.10.2019	Prepared by:		Vijitha	
Report Date	26/10/2019	Approved by:			

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
52765	09/09/2019	1	Pigment ink	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[$]
52716	12.07.2019	5 to 6	Stamp pads	Supplier arranging materials
52719	15.07.2019	3&6	Sliding windows	Supplier arranging materials
52751	03/09/2019	4to5&7 to 9	Envelopes & tea premix	Supplier arranging materials
52756	07/09/2019	1 to 2	Flat patti &L angle	Supplier arranging materials
52764	09/09/2019	1 to 3	Hinge	Supplier arranging materials
52772	24/09/2019	1 to 5	Aluminum sliding windows	Supplier arranging materials
52782	01/10/2019	1& 5 to 6	Power coated grills for windows	Supplier arranging materials
52788	09/10/2019	1 to 12	Aluminum lugs	Supplier arranging materials
52789	09/10/2019	1 to 7	GI strip	Supplier arranging materials
52790	15/10/2019	1	ACE external paint	Supplier arranging materials
52791	18/10/2019	1 to 2	Green house pipe	Supplier arranging materials
52792	18/10/2019	1 to 2	Clay tiles & spacers	Supplier arranging materials
52793	18/10/2019	1 to 12	Door frames	Supplier arranging materials
52795	19/10/2019	1 to 7	GI valve & pipe	Supplier arranging materials
52796	21/10/2019	1	Curb stone	Supplier arranging materials
52797	21/10/2019	2	OBD white paint	Supplier arranging materials
52800	22/10/2019	1 to 2	Generic twisted brush & 3.6V screw driver	Supplier arranging materials

No. of gate passes issued this week:	1	From No.	10863	To No.	10863
Delivery van site visit on:	24/10/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	6917	To No.	11240	

Items not ordered but received: Nil

Items sent to HO/ /vendor that are pending for repair:excess material send to ssllp & chipping and cutting machine repairing purpose.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Fakir	[signature]	
Date	26/10/19	26/10/19	

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!