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

Company:	MRMLLP	Date:	28/12/2019
Site:	AGH	Prepared by:	Vijitha
Report From / To	26.08.2019 TO 27.12.2019	Approved by:	
Report Date	28/12/2019		

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

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
52788	09/10/2019	1 to 12	Armod cable	Supplier arranging materials
52789	09/10/2019	1 to 5&7	GI strip	Supplier arranging materials
52821	16/11/2019	1	RCC square cover	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
52838	28/11/2019	11 & 12	Eco drain pipes	Supplier arranging materials
52839	28/11/2019	1	Cc pipe	Supplier arranging materials
52847	3/12/2019	2 & 11	Eco drain pipes	Supplier arranging materials
52848	03/12/2019	3 & 4	Eco drain pipes	Supplier arranging materials
52851	7/12/2019	1 to 2	Small gate	Supplier arranging materials
52859	26/12/2019	1	Ancur nut bolt	Supplier arranging materials
52860	21/12/2019	1	Solid bricks	Supplier arranging materials
52864	27/12/2019	1 to 6	PVC pipes	Supplier arranging materials
52865	27/12/2019	1 to 2	Paints	Supplier arranging materials

No. of gate passes issued this week:	5	From No.	10864	To No.	10868
Delivery van site visit on:	27/12/2019				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	7714		To No.	3739

Items not ordered but received: Nil

Other corrections & remarks:

Certified by

Checked by:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date		28/12/19.	

Asst. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP

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 rajkumarm@modiproperties.com on every Saturday. 3. Admin officers 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!