

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

Company:	MRMLLP	Date:	27/6/2020		
Site:	AGH	Prepared by:	P.Anitha		
Report From / To	20-06-2020 to 27.06.2020	Approved by:	zakir		
Report Date	27/06/2020				
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	
165020	8.06.2020	1	2.5hp pump	Po to be issue	
165005	21.05.2020	1 to 4	bolts	Po to be 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	
52963	1.05.2020	1 to 6	Bathroom tiles	Ready with supplier	
52971	11.05.2020	1 to 5	Grills.	Ready with supplier	
52981	13.05.2020	2	gate	Ready with supplier	
52982	16.05.2020	1,4,5	Sliding windows	Ready with supplier	
52985	16.05.2020	1 to 5	Door frame	Ready with supplier	
52986	16.05.2020	1	templates	Next week delevey	
52997	19.05.2020	1	Slump cone test	Supplier not reachble	
165004	21.05.2020	1	Carpet lawn	Supplier arranging materials	
165006	21.05.2020	1	L angle frame	No stock	
165012	1.06.2020	1	Soap dispenser	Po to be issue	
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier not reachble	
165015	05.06.2020	14,15,16	Panel doors	Supplier arranging materials	
165019	06.06.2020	1	Al. ladder	Ready with supplier	
165026	12.06.2020	1 to 3	RO plant servecing	Ready with supplier ✓	
165027	16.06.2020	1 to 3	LED light	Ready with supplier	
165028	17.06.2020	1	Bleaching powder	Ready with supplier	
165029	17.06.2020	1	Security torch	Ready with supplier	
165030	18.06.2020	1	Frame cover	Ready with supplier	
165031	18.06.2020	1	Forehead thermometer	Ready with supplier	
165032	20.06.2020	1,2	Key rings	Ready with supplier	
165033	22.06.2020	3,4	Door beading	Ready with supplier	
165034	22.06.2020	1	Spring wire	Ready with supplier	
165035	24.06.2020	1,2	luppam	Ready with supplier	
No. of gate passes issued this week:		From No.	-	To No.	-
Delivery van last site visit on:		27..06.2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register SI.No. during the week	From No.	-	To No.	-	
Items not ordered but received:					
Other corrections & remarks:					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign	<i>Zakir</i>	<i>Ag</i>			
Date	27/06/20				

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!