

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

Company:	MRMLLP	Date:	04/07/2020
Site:	AGH	Prepared by:	P.Anitha
Report From / To	28.06.2020 to 4.07.2020	Approved by:	zakir
Report Date	4.07.2020		

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
165041	30.6.2020	1	Water base primer	Po to be issue
165038	26.06.2020	1,2	Ocean blue tiles	Po to be issue
165020	8.06.2020	1	2.5hp pump	Po to be issue
165005	21.05.2020	1 to 4	MS telescopic pole material	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	3	Sliding windows	Ready with supplier
52985	16.05.2020	1 to 5	Door frame	Ready with supplier
52997	19.05.2020	1	Slump cone test	Supplier not reachable
165004	21.05.2020	1	Carpet lawn	Supplier arranging materials
165006	21.05.2020	1	L angle frame	No stock
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier not reachable
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	3	LED light	Ready with supplier
165033	22.06.2020	3,4	Door beading	Ready with supplier
165035	24.06.2020	2	luppam	Ready with supplier
165036	25.06.2020	1,2	CPVC	Ready with supplier
165037	26.06.2020	1,2	PVC	Ready with supplier
165039	26.06.2020	1 to 5	Crack fill	Ready with supplier
165040	27.06.2020	1	mask	Ready with supplier

No. of gate passes issued this week:

From No. 1405 To No. 1407

Delivery van last site visit on: 27..06.2020

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

Yes

DC register Sl.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

Date

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkumarn@modiproperties.com](mailto: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 - 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. 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!