

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

Company:	MRMLLP	Date:	18/07/2020			
Site:	AGII	Prepared by:	P.Anitha			
Report From / To	12.07.2020 to 18.07.2020	Approved by:	zakir			
Report Date	18.07.2020					
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		
165059	16.07.2020	1	Wall cutting blades	Po to be issue		
165058	16.07.2020	1	Cement bricks	Po to be issue		
165055	11.07.2020	1 to 3	Red gulmohar trees	Po to be issue		
165054	11.07.2020	1	Tandoor stone	Po to be issue		
165053	11.07.2020	1 to 4	Wc material	Po to be issue		
165052	11.07.2020	1 to 22	Cp sanitary	Po to be issue		
165046	7.07.2020	1	luppam	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	grills	Ready with supplier		
52981	13.05.2020	2	gate	Ready with supplier		
52985	16.05.2020	1,2,4,5	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		
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier not reachable		
165019	06.06.2020	1	Al. ladder	Ready with supplier		
165026	12.06.2020	1 to 3	RO plant servcing	Ready with supplier		
165038	26.06.2020	1,2	Ocean blue tiles	Ready with supplier		
165042	02.07.2020	1	Green files	Ready with supplier		
165043	3.07.2020	1 to 7	Al windows	Ready with supplier		
165047	7.07.2020	1	MS mesh	Ready with supplier		
165057	15.07.2020	1,2	Alteck luppam	Ready with supplier		
No. of gate passes issued this week:		1	From No.	1408	To No.	1408
Delivery van last site visit on:		17.07.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register SI.No. during the week		From No.	0095	To No.	10374	
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, ashaiya@modiproperties.com and rajkumar@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!