

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

Company:	MIRML P	Date:	1.08.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To:	26.07.2020 to 1.08.2020	Approved by:	zaki
Report Date:	1.08.2020		

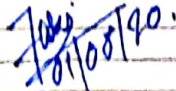
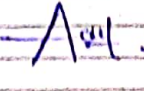
List of requisitions numbers missing in the report:

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
165073	25.07.2020	1	Sub meters	Po to be issue
165072	21.07.2020	1 to 9	Electrical inside	Po to be issue
165066	21.07.2020	1	umbrella	Po to be issue
165055	11.07.2020	1 to 3	Red gulmohar trees	Po to be issue
165005	21.05.2020	1 to 4	MS telescope 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 4	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
165006	21.05.2020	1	L angle frame	Ready with supplier
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier not reachable
165026	12.06.2020	1 to 3	RO plant servicing	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
165054	11.07.2020	1	Tandoor stone	Ready with supplier
165058	16.07.2020	1	Cement bricks	Ready with supplier
165061	18.07.2020	1	10mm bolt	Ready with supplier
165068	21.07.2020	1 to 3	Measuring tapes	Ready with supplier
165069	21.07.2020	1,2	SS Screws	Ready with supplier
165075	30.07.2020	1,2	Black granite	Ready with supplier
165076	30.07.2020	1 to 6	pavers & parking tiles	Ready with supplier

No. of gate passes issued this week:	1	From No.	1409	To No.	1409
Delivery van last site visit on:	29.07.2020 (driver -salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	10540	To No.	0175	
Items not ordered but received:					
Other corrections & remarks: we kept 165005 requisition in may ,still we didn't receive purchase order.					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign					
Date	20/08/20				

Notes: 1 * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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 DC's / 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