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

Company:	MRMLLP	Date:	8.08.2020
Site:	AGH	Prepared by:	P.Anitha
Report From / To	2.08.2020 to 8.08.2020	Approved by:	Zakir
Report Date	8.08.2020		

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
165055	11.07.2020	1 to 3	Red gulmohar trees	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 4	Bathroom tiles	Ready with suppler
52981	13.05.2020	2	gate	Ready with suppler
52985	16.05.2020	1	Door frame	Ready with suppler
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 suppler
165014	3.06.2020	1 to 4	Gulmohar trees	Suppler not reachable
165026	12.06.2020	1 to 3	RO plant servicing	Ready with suppler
165042	02.07.2020	1	Green files	Ready with suppler
165043	3.07.2020	1 to 7	Al windows	Ready with suppler
165054	11.07.2020	1	Tandoor stone	Ready with suppler
165066	21.07.2020	1	umbrella	Ready with suppler
165069	21.07.2020	1,2	SS Screws	Ready with suppler
165075	30.07.2020	1,2	Black granite	Ready with suppler
165076	30.07.2020	1 to 6	Pavers & parking tiles	Ready with suppler
165077	31.07.2020	1 to 8	Al.windows	Ready with suppler
165079	4.08.2020	1	Safety shoes	Ready with suppler

No. of gate passes issued this week:	2	From No.	1410	To No.	1411
Delivery van last site visit on:	7.08.2020 (driver -salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	10650	To No.	22	
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		Aeuj.	
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 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!