

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

Company:	MIRMLLP	Date:	14/08/2020			
Site:	AGH	Prepared by:	P.Anitha			
Report From / To	8.08.2020 to 14.08.2020	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 supplier		
52981	13.05.2020	2	gate	Ready with supplier		
52985	16.05.2020	1	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		
165066	21.07.2020	1	umbrella	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		
165077	31.07.2020	1 to 8	Al.windows	Ready with supplier		
165079	4.08.2020	1	Safety shoes	Ready with supplier		
165080	6.08.2020	1	MS Railing	Under fabrication		
165081	6.08.2020	1 to 16	Pvc material	Ready with supplier		
165082	6.08.2020	1	Non return valve	Ready with supplier		
165083	6.08.2020	1 to 2	Paint material	Ready with supplier		
165084	7.08.2020	1 to 9	Consumable	Ready with supplier		
165085	7.08.2020	1	sanitizer	Ready with supplier		
165086	7.08.2020	1,2	Paint material	Ready with supplier		
165087	11.08.2020	1 to 9	MS Gate & railing	Under fabrication		
No. of gate passes issued this week:		zero	From No.	-	To No.	-
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.	-	To No.	-	
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			Aet			
Date						