

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

Company:		MRMLLP		Date:	24/08/2020	
Site:		AGH		Prepared by:	P.Anitha	
Report From / To		15.08.2020 to 24.08.2020		Approved by:	Zakir	
Report Date		24.08.2020				
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		
165098	165098	1	3 phase isolater	Po to be issue		
165097	21.08.2020	1	Slump cone	Po to be issue		
165096	21.08.2020	1	Canon printer	Po to be issue		
165095	19.08.2020	1 to 6	Service saddle	Po to be issue		
165093	19.08.2020	1	Blue sheet	Po to be issue		
165089	18.08.2020	1 to 6	Screws & fisher plugs	Po to be issue		
165088	18.08.2020	1	Recron packets	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 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	Under fabrication		
52985	16.05.2020	1	Door frame	Ready with supplier		
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		
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		
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		
165080	6.08.2020	1	MS Railing	Under fabrication		
165082	6.08.2020	1	Non return valve	Ready with supplier		
165083	6.08.2020	1 to 2	Paint material	Ready with supplier		
165087	11.08.2020	1 to 9	MS Gate & railing	Under fabrication		
165092	18.08.2020	1,2	Araldite & janta paste	Ready with supplier		
No. of gate passes issued this week:			1	From No.	1412	To No. 1412
Delivery van last site visit on:			21.08.2020 (driver -salman)			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl.No. during the week			From No.	10809	To No.	1609
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						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing