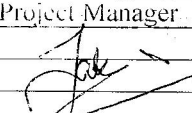
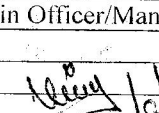


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	MRMLLP	Date:	29/08/2020	
Site:	AGH	Prepared by:	K.Vijitha	
Report From To	15.08.2020 to 29.08.2020	Approved by:	Zakir	
Report Date	29.08.2020			
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
165005	21.05.2020	1 to 4	MS telescopic pole material	Po to be issue
165055	11.07.2020	1 to 3	Red gulmohar trees	Po to be issue
165093	19.08.2020	1	Blue sheet	Po to be issue
165096	21.08.2020	1	Canon printer	Po to be issue
165099	24.08.2020	1	Swimming pool filter Equipment's	Po to be issue
1650102	26.08.2020	1 to 38	CPVC pipes	Po to be issue
165103	26.08.2020	1 to 37	PVC Pipes	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
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
165087	11.08.2020	1 to 9	MS Gate & railing	Under fabrication
165088	18.08.2020	1 to 3	Cement & recron& plasticizer	Ready with supplier
165092	18.08.2020	1 & 2	Araldite & janta paste	Ready with supplier
165095	19.08.2020	1 to 6	Service saddle	Ready with supplier
165101	26.08.2020	1	Rain coats	Ready with supplier
165106	29.08.2020	1 to 4	Electrical MCCB & MCB	Ready with supplier
No. of gate passes issued this week:			1414	To No. 1414
Delivery van last site visit on:			27.08.2020 (driver,-salman)	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register SI.No. during the week	From No.	10866	To No.	10869
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		29/8/2020		