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

Company:	MRMLLP	Date:	12.09.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	5.09.2020 to 12.09.2020	Approved by:	
Report Date	12.09.2020		

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	Estimate with MD Sir
165055	11.07.2020	1 to 3	Red Gulmohar trees	Estimate with MD Sir
165099	24.08.2020	1	Swimmingpool filter equipment	Estimate with MD Sir
165112	1.09.2020	1	MS Sofa	PO to be issue
165116	8.09.2020	1,2	Wifi router	PO to be issue
165118	9.09.2020	1	FLEX KWIK Adhesive	PO to be issue
165119	9.09.2020	1,2	DC Register	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	Will be delivered by next week
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier arranging material
165075	30.07.2020	1,2	Black granite	30% received ; Remaining will be delivered by next week
165077	31.07.2020	1 to 8	Al.windows	Will be delivered by next week
165080	6.08.2020	1	MS railing	Will be delivered by next week
165082	6.08.2020	1	Non return valve	Will be delivered by next week
165087	11.08.2020	1 to 9	MS Gate& Railing ,	40% received ;remaining will delevered by next week
165108	1.09.2020	1 to 13	wires	80% received ; remaining will delevered by next week
165107	29.08.2020	1,2	Glass mosaic tiles	Will be delivered by next week
165120	10.09.2020	1	Wall fan	Will be delivered by next week

No. of gate passes issued this week:	NILL	From No.	NILL	To No.	NILL
Delivery van last site visit on:	11.09.2020 (SALMAN)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No during the week	From No.	339	To No.	3222	
Items not ordered but received, instead of wall cutting grinder machine we got rock cutting machine					
Other corrections					

Details	Admin Officer/Manager	Admin Audit
Sign		
Date		

Certified by
Asst. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP

Certified by:
P. Anitha
Asst. Engineer
MODI REALTY (MIRYALAGUDA) LLP

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Submit this report to purchase@modiproperties.com, admin@modi... every Saturday. 3. Site engineer shall not leave the site without completing this report. 4. Ensure that... & MRN no. on DC... a daily basis. 5. Mention PO... be signed by Admin manager & Project manager at site and not by anyone. 7. #Suggested remarks – For technical details from site, For negotiation/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!

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