

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

Company:	MRMLLP	Date:	26.09.2020	
Site:	AGH	Prepared by:	P. Anitha	
Report From / To	19.09.2020 to 26.09.2020	Approved by:	Zakir	
Report Date	26.09.2020			
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
165099	24.08.2020	1	Swimmingpool filter equipment	Estimate with MD Sir
165116	8.09.2020	1,2	Wifi router	Online purchase
165118	9.09.2020	1	FLEX Kwik	Online purchase
165127	16.09.2020	1	Fisher plugs	PO to be issue
165128	17.09.2020		Electrical inside	PO to be issue
165130	22.09.2020	1 to 12	Tool box	PO to be issue
165131	22.09.2020	1 to 7	Gardening equipment	PO to be issue
165135	22.09.2020	1 to 5	Armored cable	PO to be issue
165140	23.09.2020	1	MS Gate	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	30% received, remaining will be delivered by next week
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier arranging material
165055	11.07.2020	1 to 3	Red Gulmohar trees	Supplier arranging material
165077	31.07.2020	1 to 8	Al.windows	50% received ;remaining will delevered by next week
165080	6.08.2020	1	MS railing	70% received ;remaining will delevered 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	90% received ; remaining will delevered by next week
165107	29.08.2020	1,2	Glass mosaic tiles	Will be delivered by next week
165112	4.09.2020	1	MS Sofa	Will be delivered by next week
165119	9.09.2020	1,2	DC Register	Supplier arranging material
165124	12.09.2020	1 to 21	Electrical material (switchs)	90% received ; remaining will delevered by next week
165125	15.09.2020	1 to 5	grills	Under fabrication
165129	17.09.2020	1,2	Cladding tiles	Will be delivered by next week
165133	22.09.2020	1	MYK arment	Will be delivered by next week
165134	22.09.2020	1	Steel cutting blades	Will be delivered by next week
165136	23.09.2020	1,2	Gate light	Will be delivered by next week
165139	23.09.2020	1,2	luppam	30% received ; remaining will delevered by next week
No. of gate passes issued this week:		5	From No.	1415 To No. 1419
Delivery van last site visit on:		25.09.2020 (SALMAN)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl.No. during the week		From No.	11230	To No. 11346
Items not ordered but received:				
Other corrections & remarks:				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign				
Date				