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

Company:	MRMLLP		
Site:	AGH	Date:	03.10.2020
Report From / To	26.09.2020 to 03.10.2020	Prepared by:	P. Anitha
Report Date	03.10.2020	Approved by:	Zakir

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
165118	9.09.2020	1	FLEX Kwik	Online purchase
165127	16.09.2020	1	Fisher plugs	PO to be issue
165130	22.09.2020	1 to 12	Tool box	PO to be issue
165141	28.09.2020	1 to 4	Steel	Hold by MD Sir
165143	28.09.2020	1 to 4	Red oxide	Requisition sent for MD's approval
165146	29.09.2020	1	External paint	Requisition sent for MD's approval

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
165116	8.09.2020	1,2	Wifi router	Online purchase
165119	9.09.2020	1,2	DC Register	Will be delivered by next week
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
165131	22.09.2020	1 to 7	Gardening equipment	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
165140	23.09.2020	1	MS Gate	Under fabrication
165142	28.09.2020	1	Hacksaw blade	Will be delivered by next week

165144	28.09.2020	1	sanitizer	Will be delivered by next week
165145	28.09.2020	1 to 9	Markes	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:	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.	Nill		To No.	Nill
Items not ordered but received:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/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!