

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

Company:	MRMLLP	Date:	10.10.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	03.10.2020 to 10.10.2020	Approved by:	Zakir
Report Date	10.10.2020		

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	Estimate with MD Sir
165099	24.08.2020	1	Swimmingpool filter	Estimate with MD Sir
165119	9.09.2020	1,2	DC Register	Po to be issue
165128	29.9.2020	1to 6	Electrical inside	sent for MD's approval
165146	29.09.2020	1	External paint	sent for MD's approval
165149	6.10.2020	1	Wire brush	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	80% received ;remaining will delevered by next week
165087	11.08.2020	1 to 9	MS Railing	80% 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
165122	12.09.2020	1,2	Black granite	80% received ; remaining will delevered 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
165133	22.09.2020	1	MYK arment	50% received ;remaining will delevered by next week
165136	23.09.2020	1,2	Gate light	90% received ;remaining will delevered by next week
165143	28.09.2020	1 to 4	Red oxide	Will be delivered by next week
165148	3.10.2020	1,2	Pavers& parking tiles	Supplier arranging material
165153	6.10.2020	1 to 5	EWC matyerial	Will be delivered by next week
165154	7.10.2020	1 to 6	steel	Supplier arranging material
165155	7.10.2020	1	Altek	Will be delivered by next week
165156	9.10.2020	1 to 4	Paint material	Will be delivered by next week

No. of gate passes issued this week: 3 From No. 1420 To No. 1422

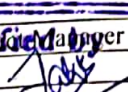
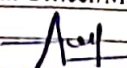
Delivery van last site visit on: 9.10.2020 (SALMAN)

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

DC register SI.No. during the week From No. 11499 To No. 1193

Items not ordered but received:

Other corrections & remarks:

Details	Certified by: 	Admin Officer/Manager	Admin Audit
Sign			
Date			

Notes: 1. * Send a copy of the missing requisitions to purchase@modiproperties.com. 2. Send this report to purchase@modiproperties.com. 3. Admin officers shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the requisitions and received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to the site manager & Project manager at site and filed at site. 7. #Suggested remarks - For