

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

Company:	MRMLLP	Date:	24.10.2020	
Site:	AGH	Prepared by:	P. Anitha	
Report From / To	17.10.2020 to 24.10.2020	Approved by:	Zakir	
Report Date	24.10.2020			
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
165128	29.9.2020	1 to 6	Electrical inside	Not entered in database
165149	6.10.2020	1	Wire brush	sent for MD's approval
165157	9.10.2020	1	RCC cover	Not entered in database
165166	17.10.2020	1 to 15	Ecodrain material	Po to be issue
165169	19.10.2020	1	Cement sheets	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
165077	31.07.2020	1 to 8	Al.windows	95% 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 today
165122	12.09.2020	1,2	Black granite	80% 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	Sanitary matyerial	NO STOCK AT SSSLP
165158	13.10.2020	1 to 22	Cp fitting	70% received ;remaining will delevered by next week
165159	16.10.2020	1 to 7	Electrical inside	Will be delivered by next week
165160	16.10.2020	1	RCC cover	Will be delivered by next week
165161	16.10.2020	1 to 9	Electrical material	Will be delivered by next week
165162	16.10.2020	1 to 8	Panel door	Will be delivered by next week
165163	16.10.2020	1,2	Black berry tiles	Will be delivered by next week
165164	17.10.2020	1 to 38	Cpvc material	Will be delivered by next week
165165	17.10.2020	1 to 36	Pvc material	Will be delivered by next week
165167	17.10.2020	1	Sintex tank	Supplier arranging material
165168	17.10.2020	1,2	Ss screws	Will be delivered by today
165170	19.10.2020	1	Blue sheet	Will be delivered by today
165171	20.10.2020	1	premix	Will be delivered by today
165173	22.10.2020	1 to 5	Painting material	Will be delivered by today
No. of gate passes issued this week:		Nil	From No.	Nil
Delivery van last site visit on:		16.10.2020 (SALMAN)		
Inward report (MRN/other) & stock report emailed in pdf format to				Yes

purchase?					
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	Certified by:		Certified by:		
Date					

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that all requisitions are clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs. 6. For requisitions/quotations - Local purchase. 7. #Suggested remarks - For technical details from site. 8. For requisitions/quotations - Local purchase. 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!