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

Company:	MRMLLP	Date:	31.10.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	24.10.2020 to 31.10.2020	Approved by:	Zakir
Report Date	31.10.2020		

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
165099	24.08.2020	1	Swimmingpool filter	Estimate with MD Sir
165157	9.10.2020	1	RCC cover	Po to be issue
165166	17.10.2020	1 to 15	Ecodrain material	Po to be issue
165169	19.10.2020	1	Cement sheets	Po to be issue
165174	22.10.2020	1	Wire brush	Po to be issue
165181	19.10.2020	1	Sintex tank	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
165108	1.09.2020	1 to 13	wires	90% received ; remaining will delevered by next week
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
165128	29.9.2020	1to 6	Electrical inside	Will be delivered by next week
165133	22.09.2020	1	MYK arment	50% received ;remaining will delevered by next week
165148	3.10.2020	1,2	Pavers& parking tiles	Supplier arranging material
165153	6.10.2020	1 to 5	Sanitary matyerial	Will be delivered by today
165158	13.10.2020	1 to 22	Cp fitting	70% received ,remaining Will be delivered by today
165159	16.10.2020	1 to 7	Electrical inside	70% received ,remaining Will be delivered by today
165161	16.10.2020	1 to 9	Electrical material	Will be delivered by next week
165162	16.10.2020	1 to 8	Panal door	Will be delivered by next week
165163	16.10.2020	1,2	Black berry tiles	Will be delivered by today
165164	17.10.2020	1 to38	Cpvc material	Will be delivered by today
165165	17.10.2020	1 to 36	Pvc material	Will be delivered by today
165167	17.10.2020	1	Sintex tank	Will be delivered by monday
165171	20.10.2020	1	premix	Will be delivered by today
165172	24.10.2020	1 to 15	Eco drain	50% received ,remaining Will be delivered by next week
165173	22.10.2020	1 to 5	Painting material	Will be delivered by today
165175	22.10.2020	1	Carper lawn	Supplier arranging material
165176	23.10.2020	1	Cement bag	Will be delivered by monday
165177	23.10.2020	1	White cement	Will be delivered by today
165178	27.10.2020	1 to 3	paint	Will be delivered by today
165179	27.10.2020	1 to 4	Paint	Will be delivered by today
165180	28.10.2020	1	3 track Al.windows	Will be delivered by today
165182	30.10.2020	1	Spring wire	Will be delivered by today
165183	30.10.2020	1	Concrete shoes	Will be delivered by next week
165184	30.10.2020	1	sanitizer	Will be delivered by today
165185	30.10.2020	1 to 17	consumable	Will be delivered by today
165186	30.10.2020	1 to 6	stationary	Will be delivered by today

No. of gate passes issued this week:	Nill	From No.	Nill	To No.	Nill
Delivery van last site visit on:	25.10.2020 (SALMAN)				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl.No. during the week	From No.	11752	To No.	320
Items not ordered but received:				
Other corrections & remarks:				
		Project Manager	Admin Officer/Manager	Admin Audit
Details				
Sign				
Date				

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

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!