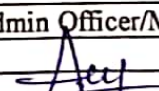


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	MRMLLP	Date:	26.12.2020			
Site:	AGH	Prepared by:	P. Anitha			
Report From / To	20.12.2020 to 26.12.2020	Approved by:	Zakir			
Report Date	26.12.2020					
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		
165237	26.12.2020	1,2	grills	Requisition sent for MD's approval		
165235	21.12.2020	1 to 8	Sliding windows	Requisition sent for MD's approval		
165225	14.12.2020	1 to 3	MS Telescopic pole material	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		
165122	12.09.2020	1	Black granite	80% received, remaining will be delivered by next week		
165125	15.09.2020	1 to 5	grills	20% received, remaining will be delivered by next week		
165184	30.10.2020	1	sanitizer	Will be delivered by next week		
165187	30.10.2020	1 to 7	Sliding windows	50% received ;remaining will delevered by next week		
165201	13.11.2020	1 to 15	Eco drain material	50% received ;remaining will delevered by next week		
165205	23.11.2020	1 to 3	Painting material	80% received ;remaining will delevered by next week		
165227	18.12.2020	1	Ms railing	Will be delivered by next week		
165233	18.12.2020	1 to 4	Painting material	Will be delivered by next week		
165234	19.12.2020	1	Cutting machine	Will be delivered by next week		
165238	22.12.2020	1to3	hammer	Will be delivered by next week		
165239	22.12.2020	1	Luppam patti	Will be delivered by next week		
No. of gate passes issued this week:		1	From No.	1426	To No.	1426
Delivery van last site visit on:		24.12.2020 (SALMAN)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl.No. during the week		From No.	12699	To No.	918	
Items not ordered but received:						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
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 rajikumam@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!