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

Company:	MRGV	Date:	30.04.2021
Site:	BRGV	Prepared by:	Sridevi
Report From / To	24.04.2021 to 29.04.2021	Approved by:	Madhu
Report Date	30.04.2021		

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#**
94805	20.04.2021	01	Cement	Po not 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$**
9484	23.03.2021	01	Hallow Brics(4"x8"x16)	Party Received from supplier, Ramaining will get on requirement.
94792	26.03.2021	01	Salwood (Rough)	Spoken with supplier,will get by monday.
94799	03.04.2021	01	Country Grass	Spoken with supplier, we will get by Wednesday.
94803	17.04.2021	01	16mm Plywood sheet	Spoken with supplier, will get sheet on Monday.
94807	27.04.2021	01	Casing pipe	Ready at SSLLP,Will get by Monday.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	25th 27th 28th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	122	578	
2.	10mm	.617	7.404			
3.	12mm	.89	10.68	182	1944	
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Sridevi	
Date	30.04.2021	30.04.2021	

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 ompleting 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!