

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

Company:	MRGV	Date:	10.07.2021
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	03.07.2021 to 09.07.2021	Approved by:	Madhu.T
Report Date	10.07.2021		

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 [#]
94838	06.07.2021	01	Lenovo Laptop	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 ^s
94830	01.07.2021	01	PVC Pipe	Partly received from SSSLP, Balance material will get within two days.
94831	01.07.2021	02	Submeters(single phase)	Partly received from supplier, spoken with supplier for remaining material
94832	01.07.2021	01,02	Blue pens, Jk Copier	No stock at SSSLP
94833	01.07.2021	01,02,03	Dettol, Colin, Brooms	Material is ready at SSSLP, will get on Monday
94835	02.07.2021	01	First Aid box	No stock at SSSLP
94836	03.07.2021	01	Curing Pipes	No stock at SSSLP

No. of gate passes issued this week: Nil From No. - To No. -

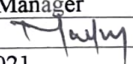
Delivery van site visit on: 5th 7th 8th

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

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			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
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						
Date	10.07.2021			10.07.2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajumarn@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

