

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

Company:	MRGV	Date:	14.08.2021
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	07.08.2021 to 13.08.2021	Approved by:	Madhu.T
Report Date	14.08.2021		

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#
94861	11.08.2021	01	Laptops Bags	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
94838	06.07.2021	01	Lenovo Laptop	Spoken with suneel sir, we will get laptop by next week
94848	20.07.2021	01	MS L angle brackts, SS Screws	Spoken with supplier, will get material within three days
94849	20.07.2021	01	MS L angle	Spoken with supplier, Wednesday we are getting material from supplier
94850	22.07.2021	01	Shabad stone	Sending vehicle on Monday to get the material
94853	28.07.2021	01	Markers	Partly received from sslp.
94858	10.08.2021	01	Plywood Sheet	Ready at SSLLP, Sending vehicle on Tuesday to get material.
94859	10.08.2021	01,02,03,04	Modular plate, MCB, Modular socket, Switch	Ready at SSLLP, Sending vehicle on Tuesday to get material.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
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Delivery van site visit on: 9th 10th 12th

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	322	1506	
2.	10mm	.617	7.404	68	503	
3.	12mm	.89	10.68	301	3208	
4.	16mm	1.58	18.96	110	2085	
5.	20mm	2.47	29.64	17	503	
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire			175	175	

OPC stock	OPC last weeks stock	PPC/PSC stock	PPC/PSC last weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>Pushpalatha</i>	<i>Pushpalatha</i>	
Date	14.08.2021	14.08.2021	

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