

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

Company:	MRGV	Date:	04.09.2021			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	28.08.2021 to 03.09.2021	Approved by:	Madhu			
Report Date	04.09.2021					
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 ⁴		
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 ⁵		
94878	30-08-2021	1 to 4	MS L Angle Bracket & SS Screws	Ready with supplier, on Monday we are sending vehicle to the material		
94877	29-08-2021	1 to 17	PVC material	Material is ready at SSLLP, will get by Next two working days.		
94876	28-08-2021	1 to 10	Electrical Conducting material	Material is ready at SSLLP, will get by Next two working days.		
94874	26-08-2021	1	3mm MS L Angle	Spoken with supplier, he is going to supply material on Tuesday		
94873	25-08-2021	1	Hand Glouses	Partly recived from the supplier		
94867	25-08-2021	1	Interlocking Cement blocks	Partly received from the supplier.		
94866	23-08-2021	1	MS Square pipe	Ready with supplier, on Monday we are sending vehicle to the material		
94861	11-08-2021	1	Laptop bags	Partly Received from SSLLP		
94850	22.07.2021	01	Shabad stone	By next week we are reciving material from supplier		
No. of gate passes issued this week:		Nil	From No.	-	To No.	-
Delivery van site visit on:		31 st 1 st 2 nd 3 rd				
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	[Signature]			[Signature]		
Date	04.09.2021			04.09.2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashanya@modiproperties.com and rajakumar@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/quotation, Local purchase, For MIDs 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