

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

Company:	MRGV	Date:	11.09.2021
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	04-09-2021 to 10-09-2021	Approved by:	Madhu
Report Date	11.09.2021		

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#
94883	06-09-2021	1 to 3	MS Square pipe	Po to be 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
94885	08-09-2021	1 to 7	FRP Round pipe	Materail is ready at SLLP, will get by Next two working days.
94882	02-09-2021	1 to 6	Templates	Material is Ready at SLLP, we will get material on Monday.
94878	30-08-2021	1	MS L Angle Bracket	Ready with supplier, on Monday we are sending vehicle to the material
94877	29-08-2021	1 to 17	PVC material	Materail is ready at SLLP, will get by Next two working days.
94876	28-08-2021	1 to 10	Electrical Conducting material	Materail is ready at SLLP, 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
94850	22.07.2021	01	Shabad stone	By next week we are reciving material from supplier

No. of gate passes issued this week: 01 From No. 1684 To No. 1684

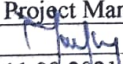
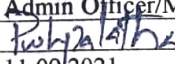
Delivery van site visit on: 4th 7th 9th 11th

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	112	530	1506
2.	10mm	.617	7.404	31	230	503
3.	12mm	.89	10.68	65	700	3208
4.	16mm	1.58	18.96	27	510	2085
5.	20mm	2.47	29.64	8	250	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						
Date	11.09.2021			11.09.2021		

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