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

Company:	MRGV	Date:	27-11-2021
Site:	BRGV	Prepared by:	Soundarya
Report From / To	20-11-2021 to 26-11-2021	Approved by:	T.Madhu
Report Date	27-11-2021		

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#**
94972	26-11-2021	1 to 6	Vertified tiles	PO to be issue
94971	26-11-2021	2	Utility Dado	PO to be issue
94970	26-11-2021	1	Vertified tiles	PO to be issue
94969	25-11-2021	5,6	Electrical wires	PO to be issue
94963	22-11-2021	1	Wifi Router	PO to be issue
94923	20-10-2021	2,3,6	AI Windows	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**
94968	25-11-2021	1	Green hose pipe	Material is Ready at SSLLP, Material is in transist.
94967	25-11-2021	1,2	Roff NSA, RBR Bonding Agent	Spoken with supplier, he is going to supply material on Tuesday
94959	17-11-2021	1	Vetrified tiles	Material is Ready at SSLLP, we will get material within two working days
94958	17-11-2021	2	Utility Dado	Material is Ready at SSLLP, We will get material on Tuesday
94956	17-11-2021	1	Water Bubbles	Material is Ready at SSLLP, we will get material within two working days
94953	13-11-2021	1	Shabad Stones	Spoken with supplier, he is going to supply material on Tuesday
94946	05-11-2021	1 to 6	Gardening material	Material is Ready with supplier. We will get within two days
94940	02-11-2021	1	Shabad Stone	Material is Ready at SSLLP, we will get material within two working days
94928	20-10-2021	1	Door Beeding Nails	Spoken with supplier and material is ready. Sending purchase vehicle on Tuesday to get the material.
94924	20-10-2021	1	MS Railing	Material is Ready at SSLLP, we will get material within three days
94921	20-10-2021	4,6	Doors and Hardware	Partly received from SSLLP
94919	20-10-2021	2 to 6	AI Windows	Partly received from SSLLP
94916	20-10-2021	1	False ceiling	Spoken with supplier, he is going to supply material by next week.
94907	12-10-2021	5,18,20,21,22, 23	PVC Pipes, plain tee, Fastners and nuts	Partly received from Supplier
94904	11-10-2021	1	Flat files	Spoken with supplier, he is going to supply material on Tuesday
94902	09-10-2021	1,3,4	Templates	Material is Ready at SSLLP, we will get material within two working days

No. of gate passes issued this week:				From No.		To No.	
Delivery van site visit on:		22nd 25th				
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	150	PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		Manly		Pushpalatha		
Date		27-11-2021		27-11-2021		

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!