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

Company:	MRGV	Date:	04-12-2021
Site:	BRGV	Prepared by:	J.Soundarya
Report From / To	27-11-2021 to 03-12-2021	Approved by:	T.Madhu
Report Date	04-12-2021		

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#**
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**
94976	03-12-2021	1	Wall Care putty	Material is Ready at SSLLP, Material is in transist.
94975	1-12-2021	1,2	FRP Pipes, Couplers	Spoken with supplier, he is going to supply material on Tuesday
94974	29-11-2021	1	False ceiling	Spoken with supplier, he is going to supply material by next week.
94972	26-11-2021	3,4	Vertified tiles	Partly received from SSLLP
94970	26-11-2021	1	Vertified tiles	Material is Ready at SSLLP, we will get material within two working days
94967	25-11-2021	1,2	Roff NSA, RBR Bonding Agent	Partly Received from Supplier
94951	12-11-2021	3	Tan brown granite	Partly received from SSLLP
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
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
94902	09-10-2021	1,3,4	Templates	Material is Ready at SSLLP, we will get material within two working days
94963	22-11-2021	1	Wifi Router	Online purchase
94950	12-11-2021	1	Laptop bags	Online purchase
94942	03-11-2021	1	Pendrive	Online purchase

No. of gate passes issued this week:		From No.		To No.	
Delivery van site visit on:	27th 29th 2nd				
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. -	Wt. for 12 mtr	Stock at site	Stock at site in	Previous stock in Kgs

		kgs	rod – kgs	– no of rods	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	100	PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	04-12-2021	04-12-2021	

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!