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

Company:	MRGV	Date:	18-12-2021
Site:	BRGV	Prepared by:	J.Soundarya
Report From / To	11-12-2021 to 17-12-2021	Approved by:	T.Madhu
Report Date	18-12-2021		

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#**
94991	15-12-2021	1	Flood lights	PO to be issue
94989	15-12-2021	1	Wall Cutting wheels	PO to be issue
94988	15-12-2021	1	Tan brown granite	PO to be issue
94987	15-12-2021	1	Foldable opening MS gate	PO to be issue
94985	11-12-2021	1	Cement	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**
94992	15-12-2021	10	Electrical wires	Material is ready at SSLLP, we will ge material within two working days.
94990	15-12-021	1	Biometric device charger	Online purchase
94986	14-12-2021	1,2	Vadelia , Altronethra	Material is ready with supplier, we will get material on Monday.
94982	09-12-2021	1 to 6	Nuvan liguid, Blitex powder, DAP, Urea	Partly received from Supplier
94980	09-12-2021	1 to 10	Panel Doors	Material is ready with supplier, we will get material by Tuesday.
94975	1-12-2021	1,2	FRP Pipes, Couplers	Spoken with supplier, We will get material within two working days.
94967	25-11-2021	1,2	Roff NSA, RBR Bonding Agent	Partly Received from Supplier
94963	22-11-2021	1	Wifi Rotar	Online purchase
94951	12-11-2021	3	Tan brown granite	Partly received from SSLLP
94950	12-11-2021	1	Laptop bags	Online purchase
94946	05-11-2021	1 to 6	Gardening material	Material is Ready with supplier. We will get material within two working days
94942	03-11-2021	1	Pendrive	Online purchase
94940	02-11-2021	1	Shabad Stone	Material is Ready at SSLLP, we will get material by Tuesday.
94919	20-10-2021	3,4,5,6	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	Partly received from Supplier
94902	09-10-2021	1,3,4	Templates	Partly received fro SSLLP.

No. of gate passes issued this week:		From No.		To No.	
Delivery van site visit on:	13^{th} 16^{th} 17^{th}				
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	100	PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[illegible]	Pushpalatha	
Date	18-12-2021	18-12-2021	

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!