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

Company:	MRGV	Date:	03-01-2022
Site:	BRGV	Prepared by:	J.Soundarya
Report From / To	25-12-2021 to 31-12-2021	Approved by:	T.Madhu
Report Date	03-01-2022		

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#**
95009	30-12-2021	1	Travertine Carolina	PO to be issue
95008	30-12-2021	3,6	Vertified tiles	PO to be issue
95000	21-12-2021	1 to 3	Bombay brooms, coconut brooms, Spoonges	PO to be issue
94987	15-12-2021	1	Foldable opening MS gate	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**
95006	27-12-2021	1	Labour helmets & Jackets	Material is ready at SSLLP, we will get material within two working days.
95004	24-12-2021	1 to 9	Electrical wires	Material is ready at SSLLP, We will get material by Tuesday.
95003	23-12-2021	4	Vetrified tiles	Material is ready at SSLLP, we will get material within two working days.
94999	21-12-2021	1 to 4	Aroldite, Recron	Partly received from SSLLP
94996	18-12-2021	1, 2	PVC Wenge Ceiling, U Patti	Material is ready with supplier, we will get material by Tuesday.
94993	17-12-2021	1,2	White papers, Binder clips	Partly received from SSLLP.
94991	15-12-2021	1	Flood lights	Material is ready with Supplier we will get material by Tuesday.
94990	15-12-021	1	Biometric device charger	Online purchase
94989	15-12-2021	1	Wall cutting wheels	Spoken with supplier, We will get material within two working days.
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.
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.
94923	20-10-2021	2,3,6	AI Windows	Material is ready with supplier, we will get material within two working days.
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:	29^{th} 30^{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	50	PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[illegible]	J. Soundarya.	
Date	03-01-2022	03-01-2022	

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!