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

Company:	MRGV	Date:	29-01-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	22-01-2022 to 28-01-2022	Approved by:	Sarwar
Report Date	29-01-2022		

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#
95032	17-01-2022	1,2	UPVC Windows	Po Not issue
95033	17-01-2022	1,2	UPVC sliding doors	Po Not issue
95041	24-01-2022	1	Welspun Flooring carpet tiles	Po Not issue
95045	24-01-2022	1-5	Lights	Po Not 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	Spoken with Vaasu sir, No stock at SSLLP.
95008	30-12-2021	1	Vertified tiles	Material is ready at SSLLP, We will get material by Wednesday.
95009	30-12-2021	1	Travertine Carolina	Material is ready at SSLLP, we will get material within two working days.
95019	10-01-2020	1	Tanbrown Granite	Material is ready at SOV, Monday we are sending vehicle to get the materail.
95023	11-01-2022	1	Canon Camera	Spoken with prabhaksr sir, we will get it by Monday
95024	12-01-2022	1,2	Lights	Partly received from the supplier
95025	12-01-2022	1	Type 3 Lights	Spoken with Vaasu sir, No stock at SSLLP.
95030	17-1-2022	1	SS Name Plates	Spoken with supplier, By next week we will get the material from supplier.
95034	17-01-2022	1	Type 3 Lights	Spoken with Vaasu sir, No stock at SSLLP.
95036	18-01-2022	1-8	Safety Material	Material is ready at SSLLP. Will get the material within two working days.
95037	21-01-2022	1	Texure	Today Sent purchase vehicle to get the material
95039	21-01-2022	1	Laptop Bags	Online purchase. Will get by next week.
95040	24-01-2022	1-3	Door frames	Spoken with supplier,by Monday we will get the material
95043	24-01-2022	10	Al service wire	Ready at SSLLp, will get by Monday
95047	25-01-2022	1-7	CP fittings	Material is ready at SSLLP. Will get the material within two working days.
95048	24-01-2022	1	Tanbrown granite	Material is ready at sov, wil will send vehicle on Monday to get the material

No. of gate passes issued this week:	02	From No.	1690	To No.	1691
Delivery van site visit on:	25th 28th				
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		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		22-01-2022		22-01-2022		

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. S 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!