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

Company:		Aedis Developers LLP			Date:			09-07-2022					
		MGA			Prepared by:			Pushpalatha					
Report From / To 02-07		02-07-2	2022 to 08-07-20	22 A	Approved by:			Sarwar					
Report Date 09-07-			2022										
List of requisitions numbers missing in the report:													
List of requisitions where PO/WO not prepared 3 working days after requisition:													
Req No.			Serial no of item in Req.	f Item Des				Reason for not preparing PO/WO#					
List of requis	itions wh	oro DOA	NO is prepared a	nd items have	not	heen received	d at	site he	vond the	lea	d time		
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 Description   Details of discussion with supplier <sup>s</sup>											nnlier <sup>S</sup>		
Key No.	Red No. Red Date		item in Req.	nem Description		ption	zetatio of discussion with supplier						
Nil													
				-									
No. of anti-		1.11			-						1		
No. of gate passes issued this week:  Delivery van site visit on:				04th 07th	11011110			-	To N	Ο.	-		
			stock report ema		mat	to nurchase?					Yes / No		
Items not ord			tock report emailed in pdf format to			to purchase:					1 es / No		
Other correct													
Details of ste													
Sl. No	Tor size		Wt per mtr kgs	Wt. for 12 mtr rod – kgs		Stock at site - no of rods		Stock at site in			Previous stock in Kgs		
1.	8mm		395		.74	no or rods	-	Kgs		-			
2.	10mm		.617		104		-	-		-			
3,	12mm		.89		.68								
4.	16mm		1.58		.96					-			
5.	20mm		2.47		.64								
6.	25mm		3.86		.32		-						
7.	32mm		6.32		.84		+			-			
8.	Binding	g wire		73						-			
OPC stock					PPC/PSC stock				PPC/PSC last				
Details			Project Manager					7/Manage		weeks stock			
Sign			Joor manager			Admin Officer/Manager			er	Admin Audit			
Date			09-07-2022			09-07-2022							
Notes: 1. * Send	a copy of t	he missing	requisitions to Purcha	this report to purchase@modiproperties				com	ashaira@madia				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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/mput, 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 - the proposition of this report within one week. 10. Follow up for WO - the proposition of th

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