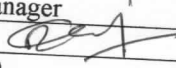
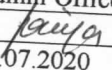


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Aedis Developers LLP			Date:	18.07.2020
Site:	MGA			Prepared by:	Pushpalatha
Report From / To	11.07.2020 to 17.07.2020			Approved by:	
Report Date	18.07.2020				
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		Item Description	Reason for not preparing PO/WO#	
100186	09.07.2020		Grills		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
100165	17.06.2022		Grinding Machine	Hold by MD sir	
100171	29.06.2020		Curtain Rods	By Wednesday it will be delivered	
100172	30.06.2020		Infrared Thermometer	By Wednesday it will be delivered	
100179	04.07.2020		Sliding Windows	No stock at sslp and will reach by Wednesday	
100181	07.07.2020		MS railing	Under progress	
100189	10.07.2020		Templates	By Monday it will be delivered	
100193	15.07.2020		Bubble Bottles	By Monday it will be delivered	
No. of gate passes issued this week:			NIL	From No.	- To No. -
Delivery van site visit on:			13 th , 14 th and 15 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	10422	To No. 10443		
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	18.07.2020		18.07.2020		

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 completing 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!