

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

Company:	Aedis Developers LLP	Date:	25.07.2020
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	18.07.2020 to 24.07.2020	Approved by:	Raj Nikhil
Report Date	25.07.2020		
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#
100197	21.07.2020	Shoe Rck	Po not issue
100199	21.07.2020	Proportion boxes	Po not issue
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
100198	21.07.2020	mattress	By Monday it will be delivered
100201	18.07.2020	LED Lights	Partly delivered
100206	20.07.2020	MS Stool	By Wednesday it will be delivered
100210	21.07.2020	Welding Sticks	By Tuesday it will be delivered
100211	22.07.2020	PVC pipe	Delivered by today
No. of gate passes issued this week:	NIL	From No.	10446 To No. 10465
Delivery van site visit on:	18 th , 20 th , 22 nd , 23 rd , 24 th .		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	To No.	
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	<i>md. Salma</i>	<i>Paula</i>	
Date	25.07.2020	25.07.2020	

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!