

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

Company:	Aedis Developers LLP		Date:	29.08.2020	
Site:	MGA		Prepared by:	Pushpalatha	
Report From / To	22.08.2020 to 28.08.2020		Approved by:	Madhu	
Report Date	29.08.2020				
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#	
100240	25.08.2020		Angle Grinder	PO not issue	
100236	25.08.2020		Rug	PO not issue	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
100212	22.07.2020		Chimney	By Thursday It will be delivered	
100220	06.08.2020		Tuff Stuff Cleaner	By Monday It will be delivered	
100235	25.08.2020		Vetrified Tiles	By Tuerday It will be delivered	
100237	25.08.2020		Tiles	By Tuesday It will be delivered	
100238	25.08.2020		Tan brown Granite	By Tuesday It will be delivered	
No. of gate passes issued this week:	NIL		From No.	-	To No. -
Delivery van site visit on:	24 th 25 th 27 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	10515	To No.	10520	
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	29.08.2020		29.08.2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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!