

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

Company:	Aedis Developers LLP	Date:	20.02.2021	
Site:	MGA	Prepared by:	Sridevi	
Report From / To	13.02.2021 to 19.02.2021	Approved by:	Madhu	
Report Date	20.02.2021			
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
NIL				
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
100299	06.02.2021	01	Vetrified tiles	Ready with supplier, Will get tiles on Tuesday.
100301	08.02.2021	01	Bath room Tiles	Ready at Vista Homes, Will get by Monday
100302	08.02.2021	01	Flooring Tiles	Ready at Vista Homes, Will get by Monday
100303	08.02.2021	01	Panel doors	Material Ready at SSLLP, Will get by Monday
100305	10.02.2021	01	Vetrified tiles	Ready with supplier, Will get tiles on Tuesday.
100310	16.02.2021	01,02,03,04,05,06	White tile grout,GI Bucket,Plastic gampa, spade with handle, Sponges, cocount brooms	Material Ready at SSLLP, Will get by Monday
100311	17.02.2021	01	LED ceiling lights	Ready at SSLLP, Will get by Monday.
100312	18.02.2021	01	PVC pipes	Ready at SSLLP, Will get by Monday.
No. of gate passes issued this week:		NIL	From No.	- To No. -
Delivery van site visit on:		15 th 16 th 18 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	10663	To No.	10672
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>Madhu</i>	<i>Sridevi</i>		
Date	20.02.2021	20.02.2021		

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