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

Company:	Aedis Developers LLP	Date:	27.02.2021
Site:	MGA	Prepared by:	Sridevi
Report From / To	20.02.2021 to 26.02.2021	Approved by:	Madhu
Report Date	27.02.2021		

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.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	20^{th} 22^{nd} 26^{th}				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
~~DC register Sl. No. during the week~~	~~From No.~~	~~10673~~	~~To No.~~	~~10682~~	
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	Md. Salman	Sridevi	
Date	27.02.2021	27.02.2021	

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 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!