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

Company:	Aedis Developers LLP	Date:	20.03.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	13.03.2021 to 19.03.2021	Approved by:	Madhu
Report Date	20.03.2021		

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#

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
100302	08.02.2021	01	Flooring Tiles	Tiles ready at MPL and Vista, On requirement will get material.
100317	06.03.2021	01	Flat Files	Spoken with Rohith promotions, files are in printing progress.
100318	10.03.2021	01	Bombay Nails	Material is in Purchase vehicle, will unload by today evening.
100319	10.03.2021	01	LED Ceiling lights	Ready at SSLLP, will get within two days.
100320	17.03.2021	01	Tube lights 2'	Lights are ready at SSLLP.will get within two days.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	17th				
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	Md. Salmaf.	[signature]	
Date	20.03.2021	20.03.2021	

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!