

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

Company	Acdis Developers LLP		Date	27.03.2021		
Site	MGA		Prepared by	Sridevi		
Report From / To	20.03.2021 to 26.03.2021		Approved by	Madhu		
Report Date	27.03.2021					
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		
100317	06.03.2021	01	Flat Files	Spoken with Rohith promotions,Files are printing in progress.		
100322	20.03.2021	01	MS Railing	Ready at SSSLP,We will get by within two days.		
No. of gate passes issued this week:			Nil	From No.	-	
Delivery van site visit on:			22 nd 24 th 26 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96	6	100	
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					
OPC stock		OPC last weeks stock		PPC/PSC stock	312	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	md. Kalnay.			Sridevi		
Date	27.03.2021			27.03.2021		

Notes 1 * Send a copy of the missing requisitions to Purchase immediately. 2 Send this report to purchase@modiproperties.com, asharya@modiproperties.com and rajkumari@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 DC's / 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!