

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

Company:	Aedis Developers LLP	Date:	24.04.2021			
Site:	MGA	Prepared by:	Pushpalatha			
Report From / To	17.04.2021 to 23.04.2021	Approved by:	Madhu			
Report Date	24.04.2021					
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 ³		
100322	20.03.2021	01	MS Railing (14'11"x1'3")	Ready at SSLLP, Will get material within three days.		
100327	26.03.2021	01	Bathroom Tiles	Material is ready at MPL, on requirement will get material		
100329	26.03.2021	01	Flooring Tiles	Material is ready at MPL, we will get material on requirement		
100335	15.04.2021	01	Panel Doors	Spoken with supplier, he said that material will supply on Tuesday.		
100338	17.04.2021	01	Switches	Material is ready at SSLLP, Will get by Monday.		
100342	22.04.2021	01	Cement blocks	Spoken with supplier and said material will supply on Monday.		
No. of gate passes issued this week:		Nil	From No.	- To No. -		
Delivery van site visit on:		19 th 20 th 22 nd				
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			
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	557	PPC/PSC last weeks stock 57
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	17.04.2021			17.04.2021		

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

