

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

Company:	Aedis Developers LLP	Date:	29.05.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	22.05.2021 to 28.05.2021	Approved by:	Madhu.T
Report Date	29.05.2021		

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:

[illegible]

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	22 nd 24 th 27 th				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	
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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	480	PPC/PSC last weeks stock	557
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		29.05.2021		29.05.2021			

Notes: 1. * Send a copy of the missing requisitions to purchase@modiproperties.com, ashaiva@modiproperties.com and raj.kumari@modiproperties.com on every Saturday. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and raj.kumari@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