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

Company:	Aedis Developers LLP	Date:	05.06.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	29.05.2021 to 04.06.2021	Approved by:	Madhu.T
Report Date	05.06.2021		

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$**
100344	27.04.2021	01	Vetrifed tiles	Material is ready at GMR, Sending vehicle on Monday to get tiles.
100351	06.05.2021	01	Kitchen Granite	Material is ready at SSLLP, Sending vehicle on Monday to get tiles.
100355	11.05.2021	01	Bathroom tiles	Material is ready at SSLLP,We will get on Monday.
100356	11.05.2021	01	Utility Dado tiles	Material is ready at SSLLP,We will get on Tuesday.
100357	31.05.2021	01	AL Windows	Material is ready at SSLLP,We will get on Tuesday.
100358	31.05.2021	01	PVC Rigid Elbow	Material is ready at SSLLP,We will get on Monday.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	31st 3rd 4th				

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	480	PPC/PSC last weeks stock	557

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	05.06.2021	05.06.2021	

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 ompleting 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