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

Company:	Aedis Developers LLP		
Site:	MGA	Date:	14.06.2021
Report From / To	05.06.2021 to 11.06.2021	Prepared by:	Pushpalatha
Report Date	14.06.2021	Approved by:	Madhu.T

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#
100359	03.06.2021	01	Gate Wheels	PO Not issue

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 today to get tiles.
100351	06.05.2021	01	Kitchen Granite	Material is ready at SOV, We will collect today evening.
100355	11.05.2021	01	Bathroom tiles	Material is ready at MPPL,We will collect today evening.
100356	11.05.2021	01	Utility Dado tiles	Material is ready at MPPL,We will collect today evening.
100360	03.06.2021	01	MS Round Pipes	Spoken with supplier, we will get on Wednesday.
100361	04.06.2021	01	Eco-drain pipes	Spoken with supplier, we will get on Wednesday.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	5th 6th 7th 8th				
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	nd. Salurat	Sidevi	
Date	14.06.2021	14.06.2021	

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 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!