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

Company:	Aedis Developers LLP	Date:	03.07.2021
Site:	MGA	Prepared by:	Sridevi
Report From / To	26.06.2021 to 02.07.2021	Approved by:	Madhu
Report Date	03.07.2021		

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#
100367	12.06.2021	01	Rough Macharla Chocolate	PO Not issue
100379	17.06.2021	01,02,03	Ss screws,round sheet	PO Not issue
100391	22.06.2021	01	Solid Bricks	PO Not issue
100397	25.06.2021	01	SS Screws	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$
100357	31.05.2021	01	MS Windows Grills	Partly received from SSLLP,on requirement will get material.
100364	12.06.2021	01	Transformer (160KVA)	Spoken with supplier,will get next week.
100369	14.06.2021	01	Flooring Tiles	Ready at SSLLP,sending vehicle on Monday.
100370	14.06.2021	01	Flooring Tiles	Ready at SSLLP,sending vehicle on Monday.
100372	15.06.2021	01	Tan Brown Granite	Partly received from SSLLP,on requirement will get material.
100381	17.06.2021	01	Bathroom False ceiling	Spoken with supplier,will get Wednesday
100385	19.06.2021	01	Cement Jali	Spoken with supplier,will get Monday.
100386	19.06.2021	01	Measurement tapes	Partly received from SSLLP,On requirement will get material.
100388	19.06.2021	01	Panel Doors	Partly received from SSLLP,on requirement will get material.
100392	23.06.2021	01	Tanbrown Granite	Partly received from SSLLP,on requirement will get material.
100395	24.06.2021	01	PVC Clamps	Spoken with supplier,will get on Wednesday.
100398	25.06.2021	01	3 Phase Generator	Spoken with supplier,will get next week.
100400	26.06.2021	01	Wires	Partly received from SSLLP,on requirement will get material.

No. of gate passes issued this week:	Nil / 5	From No.		To No.	
Delivery van site visit on:	29th 01st				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

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		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Muthy	Sridevi	
Date	03.07.2021	03.07.2021	

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!