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

Company:	Aedis Developers LLP	Date:	10.07.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	03.07.2021 to 09.07.2021	Approved by:	Madhu
Report Date	10.07.2021		

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#**

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$**
100369	14.06.2021	01	Flooring Tiles	Ready at MPL,sending vehicle on Monday get Tiles
100370	14.06.2021	01	Flooring Tiles	Ready at MPL,sending vehicle on Monday to get the material
100372	15.06.2021	01	Tan Brown Granite	Partly received from SSLLP,on requirement will get material.
100386	19.06.2021	01	Measurement tapes	Partly received from SSLLP,On requirement will get material.
100391	22.06.2021	01	Solid Bricks	Spoken with supplier, Monday we are receiving bricks.
100395	24.06.2021	01	PVC Clamps	Partly Received from supplier.
100398	25.06.2021	01	3 Phase Generator	Spoken with supplier,will get next week.
100401	01.07.2021	01	Vetrified Tiles	Ready at GMR,sending vehicle on Monday get Tiles
100402	01.07.2021	01	Flooring Tiles	Ready at MPL,sending vehicle on Monday get Tiles
100403	01.07.2021	01	Bathroom Tiles	Ready at MPL,sending vehicle on Monday get Tiles
100404	01.07.2021	01	Tan brown Granite	Ready at SOV , will get on Monday.
1004706	02.07.2021	01	First Aid Box	No Stock at SSLLP
100407	02.07.2021	01	Manhole Covers	Spoken with sppliers, will get by Wdnesday.

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	5th 7th 8th				
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		PPC/PSC		PPC/PSC last	

		weeks stock		stock		weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		10.07.2021		10.07.2021		

APPROVED BY
10 JUL 2021
PROJECT MANAGER RCM

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 Ran 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!