

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

Company:	Aedis Developers LLP	Date:	24.07.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	17.07.2021 to 23.07.2021	Approved by:	Madhu
Report Date	24.07.2021		

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 ^s
100369	14.06.2021	01	Flooring Tiles	Ready at MPL, sending vehicle on Tuesday get Tiles
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	Partly received from MPL, balance material will get by next week
100410	05.07.2021	01	Rough Macharla Chacolate	Supplier is going to supply material on next week.
100416	14.07.2021	01	GI U Clamp	Spoken with supplier, will get material on Monday
100419	17.07.2021	01	MS Grills	Sending vehicle on Tuesday to get the material.
100420	17.07.2021	01	PVC pipe	Spoken with supplier, will get by Monday

No. of gate passes issued this week:

Nil

From No.

To No.

Delivery van site visit on:

17th 19th 20th 21st

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	120	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	<i>Madhu</i>			<i>Pushpalatha</i>		
Date	17.07.2021			17.07.2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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. S 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