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

Company:	Aedis Developers LLP	Date:	31.07.2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	24.07.2021 to 30.07.2021	Approved by:	Madhu
Report Date	31.07.2021		

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
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
100419	17.07.2021	01	MS Grills	Sending vehicle on Monday to get the material.
100428	26.07.2021	01	Utility Dado	On Monday we will get material from MPL.
100429	27.07.2021	01	PVC Material	Material is Ready at SSLLP. We will get by Monday
100431	28.07.2021	01	MS Stools	On Monday we will get material from SSLLP

No. of gate passes issued this week:	Nil	From No.		To No.	
Delivery van site visit on:	24th 27th 28th 30th				
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	20	PPC/PSC last weeks stock

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	31.07.2021	31.07.2021	

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!

APPROVED BY
31 JUL 2021
T. MADHU
PROJECT MANAGER B.R.G.V