

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

Company:	Aedis Developers LLP	Date:	09.08.2021			
Site:	MGA	Prepared by:	Pushpalatha			
Report From / To	31.07.2021 to 08.08.2021	Approved by:	Madhu			
Report Date	09.08.2021					
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		
100398	25.06.2021	01	3 Phase Generator	Spoken with supplier, will get next week.		
100401	01.07.2021	01	Vetrified Tiles	Partly received from GMR, Balance material will get within three days.		
100403	03.07.2021	01	Bathroom tiles	Partly received from MPL, Balance material will get within three days.		
100408	05.07.2021	01	Panel doors	Partly received from SSLLP.		
100429	27.07.2021	01	PVC Material	Material is Ready at SSLLP. We will get by Wednesday		
100431	28.07.2021	01	MS Stools	On Wednesday we will get material from SSLLP		
100436	04.08.2021	01	Electrical wires	Partly received from SSLLP.		
No. of gate passes issued this week:		Nil	From No.	To No.		
Delivery van site visit on:		3 rd 4 th 6 th				
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	200	PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	md. <i>[Signature]</i>		<i>[Signature]</i>			
Date	09.08.2021		09.08.2021			

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