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

Company:	Aedis Developers LLP	Date:	11-09-2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	04-09-2021 to 10-09-2021	Approved by:	Madhu
Report Date	11-09-2021		

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$**
100476	06-09-2021	1	GI Coupling	Ready with supplier, we are getting material on Tuesday
100471	02-09-2021	1 to 9	Electrical wires	Material is Ready at SSLLP, we are getting material on Monday.
100469	02-09-2021	1 to 16	Eco Drain pipes	Ready with supplier, we are getting material on Tuesday
100468	02-09-2021	1 to 6	Utility Dado	Material is Ready at SSLLP, Today we will get material
100467	02-09-2021	1 to 4	Bathroom tiles	Material is Ready at SSLLP, We are getting material on Tuesday.
100457	27-08-2021	1	False ceiling	Spoken with supplier, Monday we are receiving false ceiling
163452	23-08-2021	1	Solid bricks	Partly received from the supplier.
100437	06-08-2021	1 to 6	Panel Doors	Partly received from SSLLP and pending material will on Requirement.
100436	02-08-2021	1	Electrical wires	Partly received from SSLLP
100430	28-07-2021	1	RO Plant	Spoken with Supplier , By next week we will get RO Plant
100429	26-07-2021	17,28	PVC Coupling, Cpvc bend	Partly received from SSLLP.
100403	03-07-2021	1	Bathroom tiles	Partly received from MPL, Balance Material will get on Requirement

No. of gate passes issued this week:	02	From No.	1360	To No.	1361
Delivery van site visit on:	4th 7th 9th 11th				

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	360	PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Moulty	Pushpalatha	
Date	11-09-2021	11-09-2021	

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!