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

Company:	Aedis Developers LLP	Date:	09-10-2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	2-10-2021 to 08-10-2021	Approved by:	Madhu
Report Date	09-10-2021		

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#**
100514	06-10-2021	1 to 14	SS Name Plate	PO to be issue
100506	04-10-2021	1	Diesel Barrel Cans	PO to be issue

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$**
100519	07-10-2021	1 to 10	GI Material	Spoken with supplier, Monday we are receiving GI Material
100517	05-10-2021	1,2	Switches	Material is Ready at SSLLP, we will get material within two working days.
100516	07-10-2021	1	Electrical wires	Material is Ready at SSLLP, we will get material on Monday
100515	07-10-2021	1	Door Beeding	Material is Ready at SSLLP, we will get material within two working days.
100513	06-10-2021	1 to 5	SS Name plate	Spoken with supplier, Monday we are receiving SS Name plate
100512	08-10-2021	1	Eco Drain pipe	Ready with supplier, we are getting material on Tuesday.
100511	05-10-2021	1 to 5	Switches	Material is Ready at SSLLP, We are getting material on Tuesday.
100510	05-10-2021	1 to 5	Electrical wires	Material is Ready at SSLLP, we will get material within two working days.
100509	05-10-2021	1 to 2	MS pipe	Partly received from supplier
100508	05-10-2021	1 to 8	MS Round pipe	Partly received from supplier
100505	29.09.2021	1	Solid bricks	Partly received from supplier
100500	22-09-2021	1	Armoured Cable	Spoken with supplier, Monday we are receiving Armoured cable.
100499	22-09-2021	1 to 9	Electrical items	.Partly received from supplier
100497	22-09-2021	1 to 12	Electricsl wires	Partly received from SSLLP
100490	18-09-2021	1	MI Cameras	Spoken with supplier, Monday we are receiving MI Cameras
100484	14-09-2021	1	MS Window grills	Material is Ready at SSLLP, we are getting material within two days.
100473	06-09-2021	1	Stainless Steel sink	Partly received from SSLLP
100457	27-08-2021	1	False ceiling	Spoken with supplier, Monday we are receiving false ceiling
100430	28-07-2021	1	RO Plant	Spoken with Supplier , By next week we will get RO Plant

No. of gate passes issued this week:	01	From No.	1362	To No.	1362
Delivery van site visit on:	5th 6th 7th				

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	60	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		Hulmy				
Date		09-10-2021		09-10-2021		

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!