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

Company:	Aedis Developers LLP	Date:	16-10-2021
Site:	MGA	Prepared by:	J.Soundarya
Report From / To	09-10-2021 to 15-10-2021	Approved by:	T.Madhu
Report Date	16-10-2021		

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#**
100531	13-10-2021	2,4	1.75HP Pump, Starter	PO to be isuue
100530	12-10-2021	1	Cement jali	PO to be isuue
100528	11-10-2021	1,4	2HP Pumps, Starter	PO to be isuue
100526	09-10-2021	1	Water proofing	PO to be isuue
100506	04-10-2021	1	Diesel barrel cans	PO to be isuue

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$**
100529	12-10-2021	1	White Cement	Material is Ready at SSLLP, we will get material within two working days.
100524	09-10-2021	1 to 3	PVC Bends	Spoken with Supplier, Today we are receiving material.
100523	10-10-2021	10	Al Service wire	Partly received from SSLLP
100522	08-10-2021	1	Hanging light	Spoken with supplier, Monday we are receiving Hanging light
100521	08-10-2021	1,2	LED Ceiling light	Spoken with supplier, we will get material within two working days.
100515	07-10-2021	3	Door Beeding	Material is Ready at SSLLP, we will get material on Monday
100514	06-10-2021	1 to 14	SS Name plate	Spoken with supplier, Monday we are receiving SS Name Plate
100513	06-10-2021	1 to 5	SS Name plate Vowel shape	Spoken with supplier, 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.
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.
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.	1363	To No.	1363
Delivery van site visit on:	9th, 11th, 14th				

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						
Date		16-10-2021		16-10-2021		

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!