

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

Company:	Aedis Developers LLP		Date:	30-10-2021		
Site:	MGA		Prepared by:	J.Soundarya		
Report From / To	23-10-2021 to 29-10-2021		Approved by:	T.Madhu		
Report Date	30-10-2021					
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#		
100542	27-10-2021	1	Tan Brown Granite	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 ^s		
100543	27-10-2021	2	Manhole covers	Spoken with supplier, we will get material within two working days.		
100537	20-10-2021	1	Curb stone	Spoken with supplier, Monday we are receiving Curb Stone		
100524	09-10-2021	1 to 3	PVC Bends	Spoken with Raghu Purchase, he will get material on Monday		
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	Partly received from SLLP		
100514	06-10-2021	1 to 14	SS Name plate	Spoken with Raghu Purchase, he will get material on Monday		
100513	06-10-2021	1 to 5	SS Name plate Vowel shape	Spoken with Raghu Purchase, he will get material on Monday		
100508	05-10-2021	1 to 8	MS Round pipe	Partly received from supplier		
100505	29-09-2021	1	Solid blocks	Partly received from supplier		
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 SLLP, we are getting material within two days.		
No. of gate passes issued this week:			From No.	To No.		
Delivery van site visit on:			23 rd 26 th 28 th 29 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	60	PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		<i>Madhya</i>		<i>Pulpanth</i>			
Date		30-10-2021		30-10-2021			

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 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!