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

Company:	Aedis Developers LLP	Date:	06-11-2021
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	30-10-2021 to 05-11-2021	Approved by:	T.Madhu
Report Date	06-11-2021		

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$**
100508	05-10-2021	1 to 8	MS Round pipe	Partly received from supplier, Balance material will get within three working days.
100513	06-10-2021	1 to 5	SS Name plate Vowel shape	Spoken with Raghu Purchase, he will get material on Monday
100514	06-10-2021	1 to 14	SS Name plate	Spoken with Raghu Purchase, he will get material on Monday
100521	08-10-2021	1,2	LED Ceiling light	Partly received from SSLLP, Balance material will get on Monday
100524	09-10-2021	1 to 3	PVC Bends	Spoken with Raghu Purchase, he will get material on Monday
100537	20.10.2021	01	Curb Stone	Material is reat with supplier. On Monday we are receiving curb stone.
100542	27.10.2021	01	Tan Brown Granite.	Material is in Transit, by Monday we will get granite.
100544	29.10.2021	5 to 10	Electrical wires	Material is ready at SSLLP, we will get within three days.
100545	03.11.2021	1,5,7	Wallhang, wash basin	Material is in Transit, by Monday we will get by today evening
100546	03.11.2021	1 to 19	CP fittings	Material is in Transit, by Monday we will get by today evening.

No. of gate passes issued this week:		From No.		To No.	
Delivery van site visit on:	2nd 3rd 5th				

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		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 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!