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

Company:	Aedis Developers LLP	Date:	20-11-2021
Site:	MGA	Prepared by:	Soundarya
Report From / To	13-11-2021 to 19-11-2021	Approved by:	T.Madhu
Report Date	20-11-2021		

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#
100553	16-11-2021	2	Manholes Covers	PO to be issue
100550	09-11-2021	1	Iron Brush	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$
100552	12-11-2021	2,3	Switches	Material is ready at SSLLP, we will get within three days.
100549	06-11-2021	1	Waystrip connectors	Spoken with supplier, we will get material on Tuesday
100548	05-11-2021	1,2	Shabad grass,Frisco grass	Spoken with supplier, we will get material within two working days
100547	05-11-2021	1	Flush Doors	Spoken with supplier, we will get material within two working days
100546	03-11-2021	1 TO 19	CP Fittings	Material is ready at SSLLP, We will get material on Tuesday
100545	03-11-2021	1, 5	Sanitary	Material is ready at SSLLP, we will get within three days.
100537	20-10-2021	1	Crub Stone	Spoken with supplier, we will get material within two working days
100521	08-10-2021	1,2	LED Ceiling light	Partly received from SSLLP, Balance material will get on Monday
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

No. of gate passes issued this week:		From No.		To No.	
Delivery van site visit on:	16th 17th				

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		20-11-2021				

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!