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

Company:	Aedis Developers LLP	Date:	27-11-2021
Site:	MGA	Prepared by:	Soundarya
Report From / To	20-11-2021 to 26-11-2021	Approved by:	T.Madhu
Report Date	27-11-2021		

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#**
100559	26-11-2021	1,4,6	Sanitary items	PO to be issue
100558	26-11-2021	1 to 20	CP Fittings	PO to be issue
100557	25-11-2021	5,6	Electrical wires	PO to be issue
100556	25-11-2021	1 to 8	Electrical items	PO to be issue
100555	25-11-2021	1,2,3,4,5,6	Electrical wires	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$**
100554	19-11-2021	1	MS Sections	Spoken with supplier, we will get material on Tuesday
100553	16-11-2021	2	Manhole covers	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	Partly recived from SSLLP.
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:	22^{nd} 25^{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	[illegible]	Pushpalatha	
Date	27-11-2021	27-11-2021	

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!