

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

Company:	Aedis Developers LLP	Date:	18-12-2021			
Site:	MGA	Prepared by:	Soundarya			
Report From / To	11-12-2021 to 17-12-2021	Approved by:	T.Madhu			
Report Date	18-12-2021					
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#		
100563	01-12-2021	1	Letter box	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 <sup>s</sup>		
100562	29-11-2021	1,4,6	Sanitary items	Material is ready at SSSLP, we will get material by Tuesday		
100561	29-11-2021	1 to 20	CP Fittings	Material is ready at SSSLP, we will get material by Monday.		
100558	26-11-2021	1 to 10	CP fittings	Partly received from SSSLP		
100546	03-11-2021	1 TO 19	CP Fittings	Partly received from SSSLP.		
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 SSSLP, Balance material will get on Monday		
No. of gate passes issued this week:			From No.	To No.		
Delivery van site visit on:		13 <sup>th</sup> 16 <sup>th</sup> 17 <sup>th</sup>				
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>Madhu</i>		<i>Pushpajath</i>			
Date	18-12-2021		18-12-2021			

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajikumarn@modiproperties.com](mailto:rajikumarn@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!