

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

Company:	Aedis Developers LLP	Date:	26-02-2022
Site:	MGA	Prepared by:	Pushpalatha
Report From / To	19-02-2021 to 25-02-2022	Approved by:	Sarwar
Report Date	26-02-2022		

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:

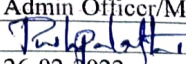
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
100578	19-01-2022	1	Aerocon Bricks	Delay with supplier.
100582	24-01-2022	1,2,3,6,7,15,18	Cp fittings.	Partly received from the sslp.
100584	29-01-2022	4,5,8,9,12,14,2 17,19	CP Fittings	Partly received from the sslp.
100586	05-02-2022	1	L angle	Ready with supplier, will get within three working days
100587	14-02-2022	1	Matress	Spoken with Supplier, we will get material within three working days.
100589	17-02-2022	1-6	GI Material	Material is ready with supplier, will get within three working days.
100590	24-02-2022	1,5,7	Sanitary	Material is ready at SSLLP, will get by today evening
100591	22-02-2022	4-10, 13,14	CP Fittings	Material is ready at SSLLP, will get by today evening

No. of gate passes issued this week: Nil From No. - To No. -
 Delivery van site visit on: 21st 23rd 25th

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	PPC/PSC stock	PPC/PSC last weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26-02-2022	26-02-2022	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumari@modiproperties.com on every Saturday. 3. Admin officer should 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