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

Company:	VISTA HOMES	Date:	01.02.20
Site:	VISTA HOMES	Prepared by:	G.BALAKRISHNA
Report From / To	20.08.19 to 01.02.20	Approved by:	T.MADHU
Report Date	01.02.20		

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		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$
98985	20.08.19	1	Foam Boards	Not Received PO
99069	19.10.19	1	Power Plug	Material Ready With Supplier
99093	01.11.19	1	Country Almond	No stock (13 Boxes Balance)
99091	30.10.19	1	Black Granite	Material Ready With Supplier
99108	09.11.19	1	Steel grey Granite	Material Ready With Supplier
99207	12.11.19	1	Black Granite	Partially Delivered Supplier arrange
99253	05.12.19	1	Shabad stone	Material Ready With Supplier
99258	06.12.19	1	Lubricant paste	Material Ready With Supplier
99262	09.12.19	1 to 8	Modular kitchen	Material Ready With Supplier
99286	19.12.19	1	LED Street lights	Material Ready With Supplier
99309	28.12.19	1	Carpet Grass	Material Ready With Supplier
99337	07.01.20	3, 7 & 8	PVC Plain Y and Pipes	Partially Delivered Supplier arrange
99339	07.01.20	1, 3, 4, 5	PVC Pipe	Partially Delivered Supplier arrange
99345	09.01.20	4, 5,	MS Z-angles	Partially Delivered Supplier arrange
99352	21.01.20	1	Country Chocolate	Material Ready With Supplier
99356	21.01.20	2	Mortise Lock	Partially Delivered Supplier arrange
99357	22.01.20	1 to 7	Sadarhalli Gray Granite	Material Ready With Supplier
99361	23.01.20	1	Carpet Grass	Material Ready With Supplier
99363	24.01.20	1 to 3	Door Frames	Partially Delivered Supplier arrange
99365	27.01.20	1 to 3	GI pipe	Material Ready With Supplier
99364	24.01.20	1 to 5	PVC plain Tee	Material Ready With Supplier
99368	28.01.20	1 to 7	Cleaning material	Material Ready With Supplier
99370	28.01.20	1 to 14	PVC Fittings	Material Ready With Supplier
99371	28.01.20	1 to 11	CPVC fittings	Material Ready With Supplier
99372	28.01.20	1 & 2	RBR Chemical	Partially Delivered Supplier arrange
99374	29.01.20	6 to 9	Thread rod	Material Ready With Supplier
99376	29.01.20	1 to 10	PVC 1.2mm pipes	Material Ready With Supplier

No. of gate passes issued this week:	-	From No.	Nil	To No.	Nil
Delivery van site visit on: 31st	`				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	19534		To No.	19538

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish Electrical

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu		
Date	1/2/2020	1/02/20	

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 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!