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

Company:	VISTA HOMES	Date:	20.06.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	13.06.20-20.06.20	Approved by:	T.MADHU
Report Date	20.06.20		

List of requisitions numbers missing in the report*:Nil

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#
99576	21.05.20		82.5 KVA generator	Hold By MD
99590	23.05.20		Vitrified tiles	Po Not made
99624	09.06.20		Flat Swing	Po Not made

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$
99491	11.03.20	1	Zig zag pavers	Material Ready With Supplier
99552	11.05.20	1 to 7	Grills	Material Ready With Supplier
99600	27.05.20	2	Blue Tandoor rough stone	Material Ready with Supplier
99606	01.06.20	1 & 2	MS Sheets off white	Material Ready with Supplier
99610	01.06.20	1	Liquid soap Dispenser	On line purchase
99616	04.06.20	1	Wall Hanging lights	Material Ready with supplier
99620	06.06.20	1 & 2	Cleaning material	Material Ready With SSllp
99622	06.06.20	9	GI wire	Material Ready with Supplier
99625	10.06.20	1	Flat Pipe	Material Ready with Supplier
99628	10.06.20	1	SR Fevicol Heatx	Material Ready with Supplier
99629	10.06.20	1 to 3	HDPE pipe	Material Ready with Supplier
99630	11.06.20	1	Wall Cutting Blade	Material Ready with Supplier
99632	13.06.20	1 & 2	Base Saddles	Material Ready with Supplier
99637	15.06.20	1, 2, 3, 8	Wall Hung WC	Material Ready With SSllp
99640	17.06.20	1	GI U Clamps	Material Ready With SSllp

No. of gate passes issued this week:	01	From No.	1606	To No.	1606
Delivery van site visit on:	17.06.20, 18.06.20, 19.06.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	19841	To No.	19874	

Items not ordered but received:

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

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu	ch.Snehapriya	
Date	20/6/2020	20/6/20	

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!