

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

Company:	VISTA HOMES	Date:	16.05.20	
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya	
Report From / To	09.05.20 to 16.05.20	Approved by:	T.MADHU	
Report Date	16.05.20			
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 [#]	
99548	11.05.20	EPSON Wireless printer	Requisition sent to MD Approval	
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 ^{\$}
99262	09.12.19	1	Modular kitchens	Conformation required from KBD
99379	29.01.20	1	Modular kitchens	Conformation required from KBD
99463	29.02.20	1	Sliding window	Material Ready With Supplier
99491	11.03.20	1,2	Zig zag pavers	Material Ready With Supplier
99492	11.03.20	1	Cement jalli	Material Ready With Supplier
99494	12.03.20	1	SR Fevicol Heatx	Material Ready With Supplier
99495	12.03.20	1	Asbestos sheets	Material Ready With Supplier
99497	12.03.20	4	Steel	Material Ready With Supplier
99509	16.03.20	5	Rod cutting blades	Partially Delivered Supplier arrange
99516	18.03.20	1 to 4	Drilling Machine	Material Ready With Supplier
99540	05.05.20	1	Water Tank	Material Ready With Supplier
99542	05.05.20	1	Bleach Powder	Material Ready With Supplier
99543	05.05.20	1 to 3	L & T MCX 12 Contractor	Material Ready With Supplier
99545	06.05.20	1 to 10	Cleaning material	Partially Delivered Supplier arrange
99546	11.05.20	1	Grout	Material Ready With Supplier
99553	12.05.20	1 & n 2	MCCB	Material Ready With Supplier
No. of gate passes issued this week: 01 From No. 1602 To No. 1602				
Delivery van site visit on: 12.05.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	19753	To No.	19770
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish Electrical 2. (10620) Mud Pump 1.5 HP and Motor 3 HP (Phase) Sent to Satish Electrical.				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	M. M. W.	Ch. Sneha Priya		
Date	16/05/20	16/05/20		

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!