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

Company:	VISTA HOMES	Date:	23.05.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	16.05.20-23.05.20	Approved by:	T.MADHU
Report Date	23.05.20		

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#
99561	15.05.20		PVC/CPVC for flat external	Draft po with 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
99491	11.03.20	1,2	Zig zag pavers	Material Ready With Supplier
99492	11.03.20	1	Cement jalli	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
99542	05.05.20	1	Bleach Powder	Material Ready With Supplier
99545	06.05.20	1,5,9,10	Cleaning material	Partially material supplied by suplier
99546	11.05.20	1	Grout	Material Ready With Supplier
99548	11.05.20	1	EPSON Wireless printer	Requisition sent to MD Approval
99552	11.05.20	1 to 7	Grill	Material Ready With Supplier
99558	13.05.20	1 to 5	UPVC material	Material Ready With Supplier
99562	15.05.20	5,17,19,31	PVC/CPVC for flat external	Partially material supplied by suplier
99563	15.05.20	1 to 10	Electrical internal	Material Ready With Supplier
99564	15.05.20	1 to 8	Sanitory	Material Ready With Supplier
99566	18.05.20	1 to 18	Switiches	Material Ready With Supplier

No. of gate passes issued this week:	02	From No.	1603	To No.	1604
Delivery van site visit on:	16.05.20,18.05.20,19.05.20,20.05.20,21.05.20,22.05.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	19771	To No.	19788	

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	Mafud	Sneha	
Date	23/5/20	23/05/20	

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!