

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

Company:	VISTA HOMES	Date:	30.05.20	
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya	
Report From / To	23.05.20-30.05.20	Approved by:	T.MADHU	
Report Date	30.05.20			
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	
99576	21.05.20	82.5 KVA generator	Estimate 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 ^s
99262	09.12.19	1	Modular kitchens	Partially material received by supplier
99379	29.01.20	1	Modular kitchens	Partially material received by supplier
99491	11.03.20	1	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
99542	05.05.20	1	Bleach Powder	Out of stock With Supplier
99554	12.05.20	1,2	Car parking stickers	Material Ready With Supplier
99557	13.05.20	1 to 7	Grill	Material Ready With Supplier
99562	15.05.20	5,17,19,31	PVC/CPVC for flat external	Partially material received by supplier
99563	15.05.20	1 to 10	Electrical internal	Material Ready With Supplier
99564	15.05.20	2,3	Sanitary	Partially material received by supplier
99566	16.05.20	1 to 18	Switches	Material Ready With Supplier
99567	16.05.20	4	Mortise locks	Partially material received by SSSLP
99568	16.05.20	1 to 7	Panel doors	Material Ready With SSSLP
99573	20.5.20	1	Paper bundles	Partially material received by SSSLP
99584	23.05.20	1,2,3	CPVC plain elbow, plain Tee and End Cap	Material Ready With Supplier
99585	23.05.20	1,2	Sintex electrical box and 4 pole Isolator	Material Ready With Supplier
99586	23.05.20	1	Infrared forehead Thermometer	Material Ready With SSSLP
99587	23.05.20	1	Ceiling fan	Material Ready With Supplier
99588	23.05.20	1 to 12	Electrical wires	Material Ready With SSSLP
99589	23.05.20	1 to 16	Electrical switches	Material Ready With SSSLP
99589	27.05.20	1 to 7	Doors and Hardware	Material Ready With SSSLP
No. of gate passes issued this week:		0	From No.	To No.
Delivery van site visit on:		26.05.20,28.05.20,29.05.20		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	19779	To No.	19815
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 Sent to Satish Electrical.				
Other corrections & remarks:				

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date	30/5/2020	30/5/20	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumam@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!