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

Company:	VISTA HOMES	Date:	06.06.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	30.05.20-06.06.20	Approved by:	T.MADHU
Report Date	06.06.20		

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#
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
99585	23.05.20		Sintex Electrical box	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$
99262	09.12.19	1	Modular kitchens	Partially material received by suplier
99379	29.01.20	1	Modular kitchens	Partially material received by suplier
99491	11.03.20	1	Zig zag pavers	Material Ready With Supplier
99542	05.05.20	1	Bleach Powder	Out of stock With Supplier
99552	11.05.20	1 to 7	Grill	Material Ready With Supplier
99554	12.05.20	1,2	Car parking stickers	Material Ready With Supplier
99564	15.05.20	2,3	Sanitary	Partially material received by supplier
99566	16.05.20	1, 2, 19, 21	Switches	Partially material received by SSLLP
99568	16.05.20	1 to 7	Panel doors	Material Ready With SSllp
99586	23.05.20	1	Infrared forehead Thermometer	No stock at SSLLP
99589	23.05.20	1 to 16	Electrical switches	Material Ready With SSllp
99590	23.05.20	1	Vitrified tiles	Material Ready with Supplier
99597	27.05.20	1, 2, 3	Wall Hung WC	Partially material received by supplier
99598	27.05.20	5, 6, 7	SS Mortise Lock	Material Ready With SSllp
99600	27.05.20	1 to 3	Macharla Chocolate rough stone	Material Ready with Supplier
99605	28.05.20	1 & 2	GI U-Clamps	Material Ready with Supplier
99606	01.06.20	1 & 2	MS Sheets off white	Material Ready with Supplier
99607	01.06.20	1	PVC Rigid Pipe	Material Ready With SSllp
99608	01.06.20	1 to 6	MS Squre Pipe	Material Ready With Supplier
99610	01.06.20	1	Liquid soap Dispenser	On line purhcase

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	02.06.20, 03.06.20, 04.06.20, 05.06.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	19816	To No.	19835	

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	Snehapriya	
Date	7/6/2020	6/6/20	

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