

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

Company:	VISTA HOMES		Date:	27.06.20	
Site:	VISTA HOMES		Prepared by:	CH.Sneha Priya	
Report From / To	21.06.20-27.06.20		Approved by:	T.MADHU	
Report Date	27.06.20				
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 ⁴	
99576	21.05.20		82.5 KVA generator	Estimate with MD approval	
99590	23.05.20		Vitrified tiles	Po Not made	
99624	09.06.20		Flat swing	Po Not made	
99648	19.06.20		Visiting cards	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 ⁵	
99491	11.03.20	1	Zig zag pavers	Material Ready With Supplier	
99552	11.05.20	1 to 7	Grills	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 SSIIp	
99622	06.06.20	9	GI wire	Material Ready with Supplier	
99629	10.06.20	2	HDPE pipe	Po not made for S.No-2	
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 SSIIp	
99640	17.06.20	1	GI U Clamps	Material Ready With SSIIp	
99646	18.06.20	2,3,4	Flush doors	Material Ready with Supplier	
99647	18.06.20	1,2	Anchor bolts pin type	Material Ready with Supplier	
99649	19.06.20	1 to 7	Insulation tapes	Material Ready With SSIIp	
99651	19.06.20	1	Insulation tapes	Material Ready With SSIIp	
99652	20.06.20	1	GI Nipple	Material Ready with Supplier	
99656	23.06.20	1 to 9	Cleaning material	Material Ready With SSIIp	
99657	23.06.20	1 to 9	Stationary items	Material Ready With SSIIp	
99658	23.06.20	1 to 6	Bombay nails	Material Ready With SSIIp	
99659	23.06.20	1,2	Single phase starter	Material Ready with Supplier	
99662	23.06.20	1 to 12	Electrical wires	Material Ready With SSIIp	
99666	24.06.20	11,15	Switches	Partially material supplied by SSIIp	
No. of gate passes issued this week:			01	From No.	1607 To No. 1609
Delivery van site visit on:			22.06.20,23.06.20,24.06.20,26.06.20.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	1 9 8 7 5	To No.	19903	
Items not ordered but received:					
Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish.2.Open valve pumps 1 HP and 3HP (10640) to SVR pumps.					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	<i>Madhav</i>		<i>Sneha Priya</i>		
Date	27/6/2020		27/6/20.		

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