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

Company:	VISTA HOMES	Date:	04.07.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	27.06.20 (Saturday) to 04.07.20 (Saturday)	Approved by:	T.MADHU
Report Date	04.07.20		

List of requisitions numbers missing in the report*:99675

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#
99576	21.05.20		82.5 KVA generator	Estimate with MD approval
99624	09.06.20		Flat swing	Po Not made
99646	18.06.20		Door closer Door locks	Po Not made
99647	18.06.20		MS Round plates	Po Not made
99648	19.06.20		Visiting cards	Po Not made
99671	26.06.20		Cue Sticks	Po Not made
99680	29.06.20		PVC & CPVC	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$
99612	04.06.20	5, 6, 7	SS Hinges	Material Ready with Supplier
99622	06.06.20	9	GI wire	Material Ready with Supplier
99656	23.06.20	2, 3	Bombay Brooms	Material supplied by SSllp
99666	24.06.20	11, 15	6ams sockets & Switch	Partially material supplied by SSllp
99669	26.06.20	1	Grout	Material Ready with SSLLP
99673	27.06.20	1 & 2	Distribution Box 6way MCB	Material Ready with Supplier
99674	29.06.20	1 to 21	Wall Mixture	Material Ready with SSLLP
99676	29.06.20	1 to 7	Panel doors	Material Ready with SSLLP
99678	29.06.20	1 to 40	PVC & CPVC External	Material Ready with SSLLP
99681	29.06.20	1 & 2	SS Sink Waste coupling	Material Ready with SSLLP
99682	29.06.20	1 to 4	Base Saddles	Material Ready with Supplier
99685	29.06.20	2, 10, 11, 14, 15	16ams MCB, Switch & Sockets	Material Ready with SSLLP

No. of gate passes issued this week:	01	From No.	1610	To No.	1610
Delivery van site visit on:	30.06.20, 01.07.20, 02.07.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	19904	To No.	19936	

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 Well pumps 1 HP and 3HP (10640) to SVR pumps. 3.(10643) Mud Pump 2 HP sent to Satish Electrical.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu	Snehapriya.	
Date	4/7/2020	4/7/20.	

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!