

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

Company:	VISTA HOMES	Date:	18.07.20			
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya			
Report From / To	11.07.20 (Saturday) to 18.07.20 (Saturday)	Approved by:	T.MADHU			
Report Date	18.07.20					
List of requisitions numbers missing in the report*:99675,99716						
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			
99646	18.06.20	Door closer Door locks	Po Not made			
99647	18.06.20	MS Round plates	Po Not made			
99671	26.06.20	Cue Sticks	Po Not made			
99687	30.06.20	10 Coconut oil	Partially material PO Not made			
99706	02.07.20	1 & 4 UPS	Partially material PO Not made			
99717	10.07.20	GI U clamps	Po Not made			
99718	10.07.20	GI round nut	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\$		
99622	06.06.20	9	GI wire	Material Ready with Supplier		
99680	29.06.20	1 to 40	PVC & CPVC External	Partially Received by SSLLP		
99681	29.06.20	1 & 2	SS Sink Waste coupling	Material Ready with SSLLP		
99682	29.06.20	2 & 3	Wooden Screws & Fishers	Material Ready with Supplier		
99696	01.07.20	12	GI Pipe	Material Ready with Supplier		
99697	01.07.20	9	GI Pipe	Material Ready with Supplier		
99698	01.07.20	6	GI Pipe	Material Ready with Supplier		
99701	01.07.20	2	Loft Tank	Material Ready with SSLLP		
99702	01.07.20	3 & 4	Door Beading	Material Ready with SSLLP		
99706	02.07.20	1 to 4	UPS	Partially Received by SSLLP		
99710	07.07.20		Armour Cable	Material Ready with Supplier		
99713	09.07.20	1	Split AC	Material Ready with Supplier		
99715	10.07.20	1 to 10	Cleaning Material	Partially Received by SSLLP		
99721	10.07.20	2	Wipro Granet light	Partially Received by SSLLP		
99722	13.07.20	1 to 6	MS Square Pipe	Material Ready with SSLLP		
99723	14.07.20	1	MCCB L&T	Material Ready with Supplier		
99725	14.07.20	1 to 6	Sliding Windows	Material Ready with SSLLP		
99726	14.07.20	1 to 7	Grills	Material Ready with SSLLP		
No. of gate passes issued this week:		02	From No.	1615	To No.	1616
Delivery van site visit on:		14.07.20,15.07.20,17.07.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week	From No.	19964	To No.	19998		
Items not ordered but received:						
Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish.2.(10643) Mud Pump 2 HP sent to Satish Electrical.						
Other corrections & remarks:						
Details	Project Manager	Admin Officer/Manager	Admin Audit			
Sign	<i>[Signature]</i>	<i>[Signature]</i>				
Date	18/7/2020	18/7/20				

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!