

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

Company:	VISTA HOMES	Date:	25.07.20	
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya	
Report From / To	18.07.20 (Saturday) to 25.07.20 (Saturday)	Approved by:	T.MADHU	
Report Date	25.07.20			
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#
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
99675	29.6.20		Wall Hung	Po Not made
99706	02.07.20	1 & 4	UPS	Po Not made
99716	10.07.20		MS Pipes	Po Not made
99717	10.07.20		GI U clamps	Po Not made
99718	10.07.20		GI round nut	Po Not made
99722	13.07.20	4 to 6	Anchor bolts	Po Not made
99729	15.07.20	3 & 6	Gloves	Po Not made
99730	15.07.20		Rain coats	Po Not made
99734	16.07.20		Solid Blocks	Po Not made
99737	17.07.20	2 to 7	PVC Long Bend	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\$
99576	21.05.20	1	82.5 KVA generator	Material supply with in a week
99680	29.06.20	1	PVC 4" Rigid Pipes	Material Ready with SSLLP
99681	29.06.20	1 & 2	SS Sink Waste coupling	Material Ready with SSLLP
99710	07.07.20	1	Armour Cable	Material Ready with Supplier
99713	09.07.20	1	Split AC	Material Ready with Supplier
99715	10.07.20	1 to 5	Cleaning Material	Partially Received by SSLLP
99719	10.07.20	1 to 11	CPVC pipe	Material Ready with Supplier
99720	10.07.20	1	Fire Sprinklers	Material Ready with Supplier
99722	13.07.20	1 to 3	MS Square Pipe	Material Ready with SSLLP
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
99727	14.07.20	1	Vitrified Tiles	Material Ready with Supplier
99729	15.07.20	1, 2, 4, 5	Face Mask	Material Ready with SSLLP
99732	16.07.20	1	Cu-Multistand wire 1/18 Yellow	Partially Received by SSLLP
99733	16.07.20	1	MCCB L & T	Material Ready with SSLLP
99735	17.07.20	2 & 3	Wipro Lights	Material Ready with SSLLP
99737	17.07.20	1 to 7	PVC Pipes	Material Ready with SSLLP
No. of gate passes issued this week: 01 From No. 1617 To No. 1617				
Delivery van site visit on: 21.07.20, 23.07.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	19999	To No.	20033
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	<i>Mukul</i>		
Date	25/7/2020		

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!