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

Company:	VISTA HOMES		Date:		01.08.20
Site:	VISTA HOMES		Prepared by:		CH.Sneha Priya
Report From / To	25.07.20 (Saturday) to 01.08.20 (Saturday)		Approved by:		T.MADHU
Report Date	01.08.20				

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#
99671	26.06.20		Cue Sticks	Po Not made
99647	18.06.20	2	MS Round Plates	Po Not made
99706	02.07.20	4	VGA Cables	Po Not made
99718	10.07.20	4 to 7	GI round nut	Partial material 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
99740	21.07.20	1	Alluminium Ladder	Po Not made
99747	25.07.20	5,6,7	MS plate, MS Gate Hinges & Anchor Bolts	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
99646	18.06.20	7,8	Door closer ,Door locks	Material Ready with Supplier
99675	29.6.20	1,2,3	Wall Hung	Partially Received by SSLLP
99680	29.06.20	8	PVC 4" Rigid Pipes	Partially Received by SSLLP
99681	29.06.20	1 & 2	SS Sink Waste coupling	Material Ready with SSLLP
99706	02.07.20	4	UPS	Material Ready with Supplier
99710	07.07.20	1	Armour Cable	Material Ready with Supplier
99715	10.07.20	1 to 5	Cleaning Material	Partially Received by SSLLP
99716	10.07.20	1 to 9	MS Pipes	Material Ready with Supplier
99717	10.07.20	1 to 8	GI U clamps	Material Ready with Supplier
99718	10.07.20	1,2,3	GI Round nut	Material Ready with Supplier
99720	10.07.20	1	Fire Sprinklers	Material Ready with Supplier
99722	13.07.20	2,3	MS Powder Coated sheets.	Partially Received by Supplier
99725	14.07.20	1 to 6	Sliding Windows	Partially Received by SSLLP
99726	14.07.20	5,6	Grills	Partially Received by SSLLP
99729	15.07.20	1, 2, 4, 5	Face Mask	Partially Received by SSLLP
99735	17.07.20	2 & 3	Wipro Lights	Material Ready with SSLLP
99737	17.07.20	1 to 6	PVC Pipes	Material Ready with SSLLP
99741	22.07.20	1,2,3	Cleaning material	Partially Received by SSLLP
99743	22.07.20	6	Rod Cutting Blades	Material Ready with Supplier
99745	25.07.20	8 to 20	CP fittings	Material Ready with SSLLP
99746	25.07.20	1 to 8	Sanitory	Material Ready with SSLLP
99747	25.07.20	1 to 4	MS Round Pipes	Material Ready with Supplier

.No. of gate passes issued this week:	03	From No.	1618	To No.	1620
Delivery van site visit on:	27.07.20, 28.07.20, 30.07.20, 31.07.20.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	20034	To No.	20055	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish. 2.(10652) Openwall pump 1HP, 3.(10652) Sand Scaning 1HP.

Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	Muru	Snehapriya		
Date	01/08/20	1/8/20		

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!