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

Company:	VISTA HOMES	Date:	17.08.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	08.08.20 (Saturday) to 17.08.20(Monday)	Approved by:	T.MADHU
Report Date	17.08.20		

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#
99647	18.06.20	2	MS Round Plates	Po Not made
99671	26.06.20		Cue Sticks	Po Not made
99706	02.07.20	4	VGA Cables	Po Not made
99747	25.07.20	5,6,7	MS plate, MS Gate Hinges & Anchor Bolts	Po Not made
99756	31.07.20	1	TP Link (Router)	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
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	Armoured Cable	Material Ready with Supplier
99715	10.07.20	1& 5	Cleaning material	Partially Received by SSLLP
99718	10.07.20	1,2,3	GI Round nut	Material Ready with Supplier
99722	13.07.20	2,3	MS Powder Coated sheets.	Partially Received by Supplier
99740	21.07.20	1	Alluminium Ladder	Material Ready with Supplier
99743	22.07.20	6	Rod Cutting Blades	Material Ready with Supplier
99746	25.07.20	1 to 8	Sanitory	Material Ready with SSLLP
99747	25.07.20	4	MS Round Pipes	Partially Material Ready with Supplier
99751	27.07.20	1 & 5	Electrical wires	Partially Received by SSLLP
99764	06.08.20	1	Video Door phones	Material Ready with SSLLP
99768	07.08.20	1	Self Drilling Screws	Material Ready with Supplier
99769	08.08.20	1 to 10	Bogan villia	Material Ready with Supplier
99770	08.08.20	1	Coconut Brooms	Material Ready with Supplier
99771	12.08.20	1 to 12	Electrical wires	Material Ready with SSLLP
99772	12.0820	1	GI Nipple	Material Ready with Supplier
99773	12.08.20	1,2	RRB Chemical	Material Ready with Supplier

.No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	11.08.20.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	20070	To No.	20087	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:-1.(10652) Openwall pump 1HP, 2.(10652) Sand Screaning 1HP.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit

Sign		[signature]	Snehapriya	
Date		17/08/20.	17/8/20.	

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!