

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

Company:	VISTA HOMES	Date:	24.08.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	17.08.20(Monday) to 24.08.20(Monday)	Approved by:	T.MADHU
Report Date	24.08.20		
List of requisitions numbers missing in the report*:99756,99776			
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 Pipes PO Not Made
99671	26.06.20		Cue Sticks PO Not Made
99706	02.07.20	4	VGA Cable PO Not Made
99747	25.07.20	5,6,7	MS Plates, MS Gate Hinges & Anchor Bolts PO Not Made
99775	14.08.20	1	Sabad stone 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 ⁵
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	29.06.20	1	Wall Hung Partially Received by SSSLP
99681	29.06.20	1,2,3	SS Sink Waste Coupling Material Ready with SSSLP
99706	02.07.20	4	UPS Material ready with Supplier
99710	07.07.20	1	Armour Cable 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	Sanitary Partially Received by SSSLP
99747	25.07.20	4	MS Round Pipes Partially Received by Supplier
99767	06.08.20	1	Video Door phone Material Ready with SSSLP
99768	07.08.20	1	Self Drilling Screws Material ready with Supplier
99771	12.08.20	1	Electrical Wires Partially Received by SSSLP
99772	12.08.20	1	GI Nipple Material ready with Supplier
99773	12.08.20	1,2	RBR Chemical Partially Received by SSSLP
99779	18.08.20	3,8	Bombay brooms and SS Screws Partially Received by SSSLP
99780	18.08.20	1 to 9	Stationary material Material Ready with SSSLP
99781	18.08.20	1 to 4	Hand wash Material Ready with SSSLP
99784	18.08.20	1 to 10	1" PVC Pipe 1.2mm thick Material Ready with SSSLP
No. of gate passes issued this week:		2	From No. 1621 To No. 1622
Delivery van site visit on:			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	20088	To No. 20096
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair1.10652) Sand Screening 1HP, 2.(10654) Open well pump 3HP			
Other corrections & remarks:			

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	R. Ashok. 24/8/20	ashaiya. 24/8/20.	
Date			

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!