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

Company:	VISTA HOMES	Date:	29.08.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	24.08.20(Monday) to 29.08.20(Saturday)	Approved by:	T.MADHU
Report Date	29.08.20		

List of requisitions numbers missing in the report*:99756

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.	MS Plates, MS Gate Hinges	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
99675	29.06.20	1	Wall Hung	Partially Received by SSLLP
99681	29.06.20	1,2,3	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
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	Partially Received by SSLLP
99747	25.07.20	4	MS Round Pipes	Partially Received by Supplier
99765	06.08.20	1	Epson Ink black	Material Ready with SSLLP
99768	07.08.20	1	Self Drilling Screws	Material ready with Supplier
99771	12.08.20	1	Electrical Wires	Partially Received by SSLLP
99773	12.08.20	1,2	RBR Chemical	Partially Received by SSLLP
99775	14.08.20	1	Shabad stone	Material ready with Supplier
99779	18.08.20	3,8	Bombay brooms and SS Screws	Partially Received by SSLLP
99780	18.08.20	1 to 9	Stationary material	Material Ready with SSLLP

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	25.08.20,26.08.20.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	20097	To No.	20105	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair1(.10652) Sand Screening 1HP.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu	Snehapriya	
Date	29/8/2020	29/8/20	

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!