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

Company:	VISTA HOMES	Date:	05.09.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	29.08.20(Saturday) to 05.09.20(Saturday)	Approved by:	T.MADHU
Report Date	05.09.20		

List of requisitions numbers missing in the report*:

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
99795	29.08.20	1	Hylam Sheets	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
99681	29.06.20	1,2,3	SS Sink Waste Coupling	Partially Received by SSLLP
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
99746	25.07.20	1 to 8	Sanitory	Partially Received by SSLLP
99747	25.07.20	4	Flat patti	Partially Received by Supplier
99771	12.08.20	1	1/18 Yellow Wire	Partially Received by SSLLP
99780	18.08.20	1 to 9	Stationary Material	Material Ready with SSLLP
99790	26.08.20	1,2	4-Pole isolater,MCB	Partially Received by SSLLP
99791	26.08.20	1	GI Sheet	Material ready with Supplier
99793	29.08.20	1 to 5	MCB DB,3 Phase DB, MCB, 4 Pole Isolater.	Material Ready with SSLLP
99794	29.08.20	1	Single Phase Starters	Material ready with Supplier
99799	31.08.20	1 to 7	Cleaning Material	Material Ready with SSLLP
99800	31.08.20	1 to 10	GI Buckets, Plastic gumpa	Material Ready with SSLLP
99801	31.08.20	1 to 3	White Cement, Grout(White, Silk)	Material Ready with SSLLP

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	29.08.20, 31.08.20, 03.09.20.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20106	To No.	20119	

Items not ordered but received:

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

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	R. Ashok	Snehapriya	
Date	05/09/2020	05/9/20	

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!