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

Company:	VISTA HOMES	Date:	19.09.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	12.09.20(Saturday) to 19.09.20(Saturday)	Approved by:	T.MADHU
Report Date	19.09.20		

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 Plates	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
99800	01.09.20	5	Sponges	PO Not Made
99822	11.09.20	1	Measuring Tapes	PO Not Made
99824	15.09.20	1 to 3	Sanitizer	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
99671	26.06.20		Cue Sticks	Local Purchase
99681	29.06.20	1,2,3	SS Sink, Waste Coupling	Partially Received by SSLLP
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
99790	26.08.20	1,2	4-Pole isolater,MCB	Partially Received by SSLLP
99795	29.08.20	1	Hylam Sheets	Local purchase
99807	03.09.20	1,2,3	Pannel Doors	Material ready with Supplier
99810	05.09.20	1	4-Core Armour Cable	Material ready with Supplier
99814	07.09.20	1	Pen Drives	Material Ready with SSLLP
99817	09.09.20	1,2	DB Boxs	Material Ready with SSLLP
99828	16.09.20	1 to 9	Cu-Multistand wire	Material Ready with SSLLP
99831	16.09.20	1 to 3	Brass Ball Vales	Material Ready with SSLLP
99832	16.09.20	1	L & T Starter	Material Ready with SSLLP

No. of gate passes issued this week:	3	From No.	1625	To No.	1627
Delivery van site visit on:	14.09.20, 16.09.20, 18.09.20,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	2 0 1 4 6	To No.	20157	
Items not ordered but received:					
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[illegible]	Snehapriya	
Date	19/9/2020	19/9/20	

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!