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

Company:	VISTA HOMES	Date:	10.10.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	03.10.20(Saturday) to 10.10.20 (Saturday)	Approved by:	T.MADHU
Report Date	10.10.20		

List of requisitions numbers missing in the report*:99872

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#

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$
99817	09.09.20	1 & 2	DB Boxes	Material Ready With Supplier
99828	16.09.20	1, 2	Mulstistand wire 1/18 Black	Material ready with SSLLP
99834	17.09.20	2, 3, 10, 11, 14, 15, 18, 22	Electrical Switches	No Stock at SSLLP
99840	19.09.20	1 & 2	Kids See Saw, Kids Slider	No Stock with Supplier
99842	19.09.20	1 to 5	SS Number Plate	With in a Week
99843	19.09.20	1 to 5	SS Number Plate	With in a Week
99845	19.09.20	1& 2	Letter Box	No stock at SSLLP
99855	26.09.20	1	Nuts	Material ready with SSLLP
99859	28.09.20	14, 16, 18, 19, 20	Waste Coupling, Waste Pipe, CP Nipple	No Stock at SSLLP
99863	28.09.20	1 & 2	40 pole isolator, MCB	Material ready with SSLLP
99868	29.09.20	1 to 4	Kitchen platform(Tan Brown granite)	Material ready with SSLLP
99871	30.09.20	2,3	GI Bucket, Plastic gumpa	No stock at SSLLP

No. of gate passes issued this week:	2	From No.	1632	To No.	1633
Delivery van site visit on :	05.10.20, 06.10.20, 07.10.20, 08.10.20, 09.10.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20191	To No.	20212	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair1.

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Madhu	Snehapriya	
Date	10/10/2020	10/10/20	

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!