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

Company:	VISTA HOMES	Date:	23.10.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	17.10.20(Saturday) to 23.10.20 (Saturday)	Approved by:	T.MADHU
Report Date	23.10.20		

List of requisitions numbers missing in the report*:Nil

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#
99881	8.10.20		Vetrified tiles	PO Not Made
99890	15.10.20		Queen Size bed	PO Not Made
99891	15.10.20		Window curtains	PO Not Made
99893	15.10.20		Open well submersible pump	PO Not Made
99907	20.10.20		Pvc pipes	PO Not Made
99908	20.10.20		Cello pens, paper bundles	PO Not Made
99909	20.10.20		Sanitizers, dettol hand wash.	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$
99817	09.09.20	2	DB Boxes	Partially material received
99840	19.09.20	1 & 2	Kids See Saw, Kids Slider	Out of stock
99842	19.09.20	1 to 5	SS Number Plates	With in a week
99843	19.09.20	1 to 5	SS Number Plates	With in a week
99845	19.09.20	1 & 2	Letter Box	No Stock at SSLLP
99855	26.09.20	1	Nuts	With in a week
99859	28.09.20	14,16,18,19,20	Waste Coupling, Waste pipe, CP Nipple	No Stock at SSLLP
99860	28.09.20	1,2,3,7&8	Sanitary	Partially received
99863	28.09.20	1,2	4 pole isolator, 16amps MCB	Material ready with Supplier
99882	07.10.20	1 to 3	Wipro day light (white)	Partially received
99883	07.10.20	1	Wipro fittings	Material ready with Supplier
99884	09.10.20	1 to 6	Pvc pipe , Long Bends, pvc bends, pvc non return valve, pvc MTA, PVC FTA	Material ready with Supplier
99886	12.10.20	1 to 11	MS Round Pipe, MS Bends, Reducer	Partially received
99887	12.10.20	1	PVC Coulping	Material ready with supplier
99889	15.10.20	1 to 5	Luminous Board (Left Arrow), Luminious Boards (right arrow)	Material ready with SSLLP
99892	15.10.20		Curtain Rods	Online purchase
99894	15.10.20	1	Zycosil	Material ready with SSLLP
99897	17.10.20	1 to 20	CP fittings	With in a week
99898	17.10.20	1,2,27,8	Sanitory	Material ready with SSLLP
99900	19.10.20	1	Wipro- warm ceiling light	Material ready with supplier
99902	20.10.20	1,2	AL service wire7/20,	With in a week

			Insulation tape	
99903	20.10.20	1	2.5 copper wire	Material ready with supplier
99904	20.10.20	1,2	Key chains	Material ready with SSLLP
99905	20.10.20	1 to 11	Cleaning material	Material ready with SSLLP

No. of gate passes issued this week:	3	From No.	1636	To No.	1638
Delivery van site visit on :	17.10.20,22.10.20,23.10.20				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes

DC register Sl. No. during the week	From No.	20220	To No.	20231

Items not ordered but received:

Items sent to HO /vendor that are pending for repair1.2HP Mud Pump (Satish), 2. 3HP Submersible motar (SVR)

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[illegible]	Guhapriya	
Date	24/10/20	24/10/20	

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!