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

Company:	VISTA HOMES	Date:	21.11.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	17.11.20 (Saturday) -21.11.20 (Monday)	Approved by:	T.MADHU
Report Date	21.11.20		

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#
99890	15.10.20		Queen size bed with	Po Not made
99940	11.11.20		Generator AMF Pannel Board	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$
99891	15.10.20	1	Window Curtains	On line purchase
99892	15.10.20	1	Curtain Rods	Online Purchase
99923	02.11.20	1 to 5	Sliding windows	Material Ready with SSLLP
99938	10.11.20	1,2	Carpet Lawn Grass, Frisco Grass	With In a Week
99939	10.11.20	1	Cement Pots	With in week
99941	11.11.20	3,9,10	Cleaning Material	No Stock at SSLLP
99943	11.11.20	5	White Cement	With in a week
99945	11.11.20	1,2,37,8	Sanitory	Material Ready with SSLLP
99948	17.11.20	1 to 5	Wal care putty, White cement, Grout, Jantha Paste	Material Ready with SSLLP

No. of gate passes issued this week:	2	From No.	2551	To No.	2552
001Delivery van site visit on:	18.11.20, 19.11.20, 20.11.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20299	To No.	20314	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:- Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Snehapriya	
Date	21/11/20	21/11/20	

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!