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

Company:		VISTA HOMES			Date:		28.11.20		
Site:		VISTA HOMES			Prepared by:		CH.Sneha Priya		
Report From / To		21.11.20 (Saturday) -28.11.20 (Saturday)			Approved by:		T.MADHU		
Report Date		28.11.20							
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				
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$				
99923	02.11.20	1 to 5	Sliding windows		Material Ready with SSLLP				
99939	10.11.20	1	Cement Pots		With in week				
99940	11.11.20		Generator AMF Pannel Board		With in a week				
99943	11.11.20	5	White Cement		With in a week				
99945	11.11.20	1,2,37,8	Sanitory		No Stock at SSLLP				
99948	17.11.20	1 to 5	Wal care putty, White cement, Grout, Jantha Paste		Material Ready with SSLLP				
99950	17.11.20	1	Vedio Door Phone		Partially received				
99952	19.11.20	12,14,18,19	Ball valve, Extension nipple, Waste pipe		Partially received				
99955	21.11.20	1	SS Sink		Material Ready with SSLLP				
99556	23.11.20	2,3	Wipro granet Battern (Day Light)1ft,Wipro granet Battern (Day Light) 2ft		Partially received				
99959	25.11.20	1 to 12	Electrical Wire		Material ready with SSLLP				
99960	26.11.20	1 to 22	Electrical Switches		Material ready with SSLLP				
No. of gate passes issued this week:			3	From No.	2553	To No.	2555		
001Delivery van site visit on:			21.11.20, 24.11.20,26.11.20						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?							Yes		
DC register Sl. No. during the week		From No.	20315	To No.		20329			
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		28/11/20.		28/11/20.					

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!