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

Company:	VISTA HOMES		Date:	16.01.21
Site:	VISTA HOMES		Prepared by:	CH.Sneha Priya
Report From / To	09.01.21 (Saturday) -16.01.21 (Saturday)		Approved by:	T.MADHU
Report Date	16.01.21			
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#
180540	29.12.20	1,2	Letter Box	PO Not Made
180569	09.01.21	1	Self drill Screws	PO Not Made
180571	11.01.21	1	Pin Type Anchor Bolts	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$
99940	11.11.20	1	Generator AMF Pannel Board	Material is ready with Supplier
99995	14.12.20	1	GI PVC coated wire	Material is ready with supplier
180511	19.12.20	1 to 8	Sanitary	Partially Received
180518	21.12.20	2	Wipro Garnet Battern	Partially Received
180536	29.12.20	1	Luminous Boards	Material is ready with SSLLP
180538	29.12.20	1 to 5	SS Name Plates	Material is ready with supplier
180539	29.12.20	1 to 10	SS Name Plates	Material is ready with supplier
180541	29.12.20	1	Cricket Net	No Stock with Supplier
180546	02.01.21	1,4,5,6	Pannel Door, Mortise Lock,Cylindrical Lock, SS Hinges	Material is ready with SSLLP
180548	02.01.21	1	SS Sink	Material is ready with SSLLP
180556	06.01.21	1	Mattress with pillow	Supplier required Cheque before the material sending
180562	07.01.21	1 to 6	Aluminium Windows	Material is ready with SSLLP
180564	10.01.21	1 to 8	Grills	Material is ready with SSLLP
180572	12.01.21	1 to 11	PVC Plain bend, PVC 45 bend, PVC Plain Tee, CPVC Plain Tee, CPVC MTA,GI Nipple, CPVC Brass elbow, CPVC elbow	Material is ready with SSLLP
180575	13.01.21	1	Video Door Phones	Material is ready with SSLLP

No. of gate passes issued this week:	02	From No.	2575	To No.	2576
001Delivery van site visit on:	11.01.21, 12.1.21,13.01.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20476	To No.	20492	
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		Snehapriya	
Date	16/1/21	16/1/21	

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!