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

Company:	VISTA HOMES	Date:	23.01.21
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	16.01.21 (Saturday) -23.01.21 (Saturday)	Approved by:	T.MADHU
Report Date	23.01.21		

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

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
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
180564	10.01.21	1 to 8	Grills	Material is ready with SSLLP
180576	13.01.21	1	Cistern Set(Cera)	Material is ready with Supplier
180577	13.01.21	1	Acid	Partially Received
180578	13.01.21	1 & 2	Modular Kitchen	Material is ready with Supplier

No. of gate passes issued this week:	0	From No.	Nil	To No.	Nil
001Delivery van site visit on:	16.01.21, 18.1.21,20.01.21, 21.01.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20493	To No.	20517	

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			
Date	23/01/21	23/01/21	

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!