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

Company:	VISTA HOMES	Date:	13.02.21
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	06.02.21 (Saturday) -13.02.21 (Saturday)	Approved by:	T.MADHU
Report Date	13.02.21		

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
180617	16.02.21	1	Vetrified tiles	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	No Stock at SSLLP
180576	13.01.21	1	Cistern Set(Cera)	Material is ready with Supplier
180578	13.01.21	1 & 2	Modular Kitchen	Material is ready with Supplier
180597	25.01.21	1 to 3	MS Pipes	No Stock with Supplier
180611	30.01.21	4	Acid	No Stock at SSLLP
180622	09.02.21	1,2,3	CPVC Brass Tee, CPVC MTA, CPVC elbow	With in a week
180624	10.02.21	1	Wall care Putty	With in a week
180625	10.02.21	1,2,3	Hacksaw blades, insulation tape, Teflon tapes	With in a week

No. of gate passes issued this week:	01	From No.	2581	To No.	2581
Delivery van site visit on:	06.02.21, 10.02.21.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20565	To No.	20584	

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	13/02/21	13/02/21	

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!