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

Company:	VISTA HOMES	Date:	20.03.21
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	13.03.21 (Saturday) -20.03.21 (Saturday)	Approved by:	T.MADHU
Report Date	20.03.21		

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#
180630	11.02.21	1 to 8	Al. Sliding windows	PO Not Made
180636	13.02.21	1	Urinal Set	PO Not Made
180714	17.03.21	1,2	3 pole MCCB, MCCB with Distribution 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
180540	29.12.20	1,2	Letter Box	Rates enquire
180576	13.01.21	1	Cistern Set(Cera)	With in a week
180633	13.02.21	4,5	4p Isolator, DB Boxes	Material is ready with SSLLP
180646	25.02.21	7,17	CP Fittings	Partially Received
180658	03.03.21	3	SS Sink Waste Cupling	Partially Received
180700	06.03.21	2,3	Pannel Doors	Partially Received
180712	16.03.21	1,4,10	4PIsolator,6 model plate, 16 Amps Socket	Partially Received
180715	17.03.21	1	Rubber Paint	With in a week

No. of gate passes issued this week:	5	From No.	2585	To No.	2589
Delivery van site visit on:	16.03.21,18.03.21,19.03.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	20643	To No.	20670	

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	20/3/21	20/3/21	

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!