

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

Company:	Vista Homes	Date:	10.04.2021
Site:	Vista Homes	Prepared by:	Ch.Snehapriya
Report From / To	03.04.21 to 10.04.21	Approved by:	T.Madhu
Report Date	10.04.21		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date		Item Description
180630	11.02.21	1 to 8	Al. Sliding windows
180636	13.02.21	1	Urinal Set
180722	20.03.21	1	WIFI MI CC Cameras
			Reason for not preparing PO/WO#
			PO Not Made
			Not Available in market
			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
99940	11.11.20	1	Generator AMF Pannel Board
180540	29.12.20	1,2	Letter Box
180700	06.03.21	2	Pannel Doors
180726	24.03.21	1,2,3	Wipro Granite LED Light (D 540865) and Wipro Granite LED Light (D 540565) and Flood Lights
			Details of discussion with supplier\$
			Material is ready with Supplier
			Work in Progress
			Partially Received
			Partially Received
180733	31.03.21	1	Water Dispenser
180735	31.03.21	1,2	Chimney, Hob
180737	31.03.21	1	Flush Tank Hindware
180742	03.04.21	1 to 4	Screws and Fishers
180743	03.04.21	1 to 3	Nail Clamps
180744	03.04.21	1,2	Wall Cutting Blades
180747	06.04.21	1 to 9	Stationary material
180748	06.04.21	1 to 10	Cleaning material
			Material is ready with Supplier
			Material is ready with Supplier
			With in a week
			With in a week
			Material is ready with Supplier
			Material is ready with Supplier
			Material is ready with SSSLP
			Material is ready with SSSLP
No. of gate passes issued this week		0	From No.
Delivery van site visit on:		03.04.21, 06.04.21.	To No.
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire		
Stock at site - no of rods	3206		
Stock at site in Kgs			
Previous stock in Kgs			
OPC stock	Nil	OPC last weeks stock	Nil
PPC/PSC stock	40 bags	PPC/PSC last weeks stock	
Details	Project Manager		Admin Officer/Manager
Sign			
Date	10/4/21		10/4/21

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!