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

Company:	Vista Homes		Date:	24.04.21	
Site:	Vista Homes		Prepared by:	Ch.Snehapriya	
Report From / To	17.04.21 to 24.04.21		Approved by:	T.Madhu	
Report Date	24.04.21				
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	Reason for not preparing PO/WO#	
180630	11.02.21	1 to 8	Al. Sliding windows	PO Not Made	
180722	20.03.21	1	WIFI MI CC Cameras	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$	
180700	06.03.21	2	Pannel Doors	Partially Received	
180735	31.03.21	1,2	Chimney, Hob	Material is ready with Supplier	
180742	03.04.21	4	Fishers	Partially received	
180760	19.04.21	1,2	GI Ball Valve	Material is ready with Supplier	
180766	19.04.21	2	UPVC Sliding window	Material is ready with Supplier	
No. of gate passes issued this week			0	From No.	To No.
Delivery van site visit on:			20.04.21,23.04.21		
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	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	10	48	-	
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						
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	20 bags	PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Snehapriya	
Date	24/4/21	24/4/21	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!