

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

Company:	Vista Homes	Date:	08.05.21
Site:	Vista Homes	Prepared by:	Ch.Snehapriya
Report From / To	03.05.21 to 08.05.21	Approved by:	T.Madhu
Report Date	08.05.21		
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#
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\$
180630	11.02.21	1 to 8	Al. Sliding windows
180700	06.03.21	2	Pannel Doors
180722	20.03.21	1	WIFI MI CC Cameras
180735	31.03.21	1,2	Chimney, Hob
180766	19.04.21	2	UPVC Sliding window
180771	20.04.21	1,2,3,4,5,6	MS 18 ft Length L-Angle, MS Flat Patti, MS round pipe, GI Sheet
No. of gate passes issued this week		0	From No. 0 To No. 0
Delivery van site visit on:		03.05.21,04.05.21,07.05.21	
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
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		
OPC stock	Nill	OPC last weeks stock	Nill
			PPC/PSC stock
			200-bags
			PPC/PSC last weeks stock
Details		Project Manager	Admin Officer/Manager
Sign		<i>[Signature]</i>	<i>[Signature]</i>
Date		08/05/21	08/05/21

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