

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

Company:	Vista Homes	Date:	07.08.21			
Site:	Vista Homes	Prepared by:	Ch.Snehapriya			
Report From / To	31.07.21(Saturday) to 07.08.21(Saturday)	Approved by:	T.Madhu			
Report Date	07.08.21					
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#		
180818	10.07.21	1 - 4	Kerbee Sheets, MS Square pipes, MS Flat patti	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\$		
180797	04.06.21	1 - 12	Bathroom Tiles	No Stock at SSLLP		
180813	30.06.21	1,10	Grills	Partially received		
180828	20.07.21	1	SS Sink	Material is ready with the SSLLP		
180830	23.07.21	1	PVC Reducer Tee	Partially received		
180835	29.07.21	1-2	UPVC Sliding windows	Material is ready with the Supplier		
No. of gate passes issued this week		01	From No.	5658 To No. 5658		
Delivery van site visit on:		02.08.21,04.08.21,07.08.21				
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	-	-	-
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	Nil	OPC last weeks stock	Nil	PPC/PSC stock	20	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		7/8/21		7/8/21		

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!