

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

Company:	Vista Homes	Date:	28.08.21
Site:	Vista Homes	Prepared by:	Ch.Snehapriya
Report From / To	21.08.21(Saturday) to 28.08.21(saturday)	Approved by:	T.Madhu
Report Date	28.08.21		

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 [#]
-	-	-	-	-

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 ⁵
180818	10.07.21	1 - 4	Kerbee Sheets	Partially received
180835	29.07.21	1,2	UPVC Track sliding window	With in a week
180839	08.08.21	3,5,6	Pannel door (26"x82"), Cylindrical locks, SS Hinges	Partially received
180844	12.08.21	1 -10	Grills	With in a week
180847	17.08.21	1	WIFI SECURITY CC Camera's MI	With in a week
180849	18.08.21	3	Enamel paint (yellow)	With in a week
180851	23.08.21	2	Wash Basin	Partially received

No. of gate passes issued this week: 1 From No. 5659 To No. 5659

Delivery van site visit on: 24.08.21.

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	-	-	-	-	-
2.	10mm	-	-	-	-	-
3.	12mm	-	-	-	-	-
4.	16mm	-	-	-	-	-
5.	20mm	-	-	-	-	-
6.	25mm	-	-	-	-	-
7.	32mm	-	-	-	-	-
8.	Binding wire					
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	10	PPC/PSC last weeks stock

Details: Project Manager

Sign: *[Signature]* 28/8/21

Date: 28/8/21

Admin Officer/Manager: *[Signature]* 28/8/21

Admin Audit:

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!