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

Company:	Vista Homes	Date:	04.09.21
Site:	Vista Homes	Prepared by:	Ch.Snehapriya
Report From / To	28.08.21(saturday) to 04.09.21(saturday)	Approved by:	T.Madhu
Report Date	04.09.21		

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#
180859	01.09.21	1-11	CP Fittings	PO Not Made for Partial Material

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$
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
180860	01.09.21	1-11	Cu-Multistand wires	No Stock at SSLLP

No. of gate passes issued this week	3	From No.	5660	To No.	5662
Delivery van site visit on:	03.09.21.				
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	Nill	OPC last weeks stock	Nill	PPC/PSC stock	90	PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		[signature]		Snehapriya			
Date		4/09/21		4/9/21			

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!