

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

Company:	Vista Homes			Date:	11.09.21		
Site:	Vista Homes			Prepared by:	Ch.Snehapriya		
Report From / To	04.09.21(saturday) to 11.09.21(saturday)			Approved by:	T.Madhu		
Report Date	11.09.21						
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 [#]			
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	No stock at SSLLP			
180844	12.08.21	1 -10	Grills	No stock at SSLLP			
180847	17.08.21	1	WIFI SECURITY CC Camera's MI	Supplier is asking Cheque			
180851	23.08.21	2	Wash Basin	No stock at SSLLP			
180859	01.09.21	1-20	CP Fittings	With in a week			
180860	01.09.21	3	Cu-Multistand wire- 1-18 yellow	No Stock at SSLLP			
No. of gate passes issued this week			02	From No.	5663	To No.	5664
Delivery van site visit on:			10.09.21				
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	Nil	OPC last weeks stock	Nil	PPC/PSC stock	70	PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		<i>[Signature]</i>		<i>[Signature]</i>			
Date		11/09/21		11/09/21			

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