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

| Company: | VISTA HOMES | Date: | 21.03.20 |
|---|---|---|---|
| Site: | VISTA HOMES | Prepared by: | CH.Sneha Priya |
| Report From / To | 14.03.20 to 21.03.20 | Approved by: | T.MADHU |
| Report Date | 21.03.20 | | |

List of requisitions numbers missing in the report*:Nil

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# |
|---|---|---|---|---|
| 99444 | 19.02.20 | | Generator AMF Control Panel | Draft to be Prepare |
| 99490 | 10.03.20 | | 82.5 KVA Generator | Comparission with MD for Approval |

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$ |
|---|---|---|---|---|
| 99337 | 07.01.20 | 3, 7 & 8 | PVC Plain Y and Pipes | Partially Delivered Supplier arrange |
| 99262 | 09.12.19 | | Modular kitchens | |
| 99379 | 29.01.20 | | Modular kitchens | Conformation required from KBD |
| 99417 | 10.02.20 | 1 | CC Rings | Material Ready With Supplier |
| 99463 | 29.02.20 | 1 to 3, 5 & 6 | Sliding window | Material Ready With Supplier |
| 99469 | 29.02.20 | 7 | DB Changeover | Material Ready With Supplier |
| 99472 | 03.03.20 | 1 | MS Stool | Partially Delivered Supplier arrange |
| 99475 | 04.03.20 | 1 | Panel doors | Partially Delivered Supplier arrange |
| 99476 | 04.03.20 | 3 | Wipro Light | Partially Delivered Supplier arrange |
| 99491 | 11.03.20 | 1,2 | Zig zag pavers | Material Ready With Supplier |
| 99492 | 11.03.20 | 1 | Cement jalli | Material Ready With Supplier |
| 99494 | 12.03.20 | 1 | SR Fevicol Heatx | Material Ready With Supplier |
| 99495 | 12.03.20 | 1 | Asbestoes sheets | Material Ready With Supplier |
| 99496 | 12.03.20 | 1 | CC Rings | Material Ready With Supplier |
| 99497 | 12.03.20 | 4 | Steel | Material Ready With Supplier |
| 99509 | 16.03.20 | 5 | Rod cutting blades | Partially Delivered Supplier arrange |
| 99512 | 16.03.20 | 1 to 39 | PVC/CPVC External fitiings | Material Ready With Supplier |
| 99513 | 17.03.20 | 6 | Hacksaw blades | Material Ready With Supplier |
| 99514 | 17.03.20 | 1 to 22 | Electrical Switches | Material Ready With Supplier |
| 99515 | 17.03.20 | 1 to 39 | PVC/CPVC External fitiings | Material Ready With Supplier |

| No. of gate passes issued this week: | 2 | From No. | 11949 | To No. | 11950 |
|---|---|---|---|---|---|
| Delivery van site visit on: | 16th,17th,20th,21th | | | | |

| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | | | Yes |
|---|---|---|---|
| DC register Sl. No. during the week | From No. | 19690 | To No. 19715 |

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish Electrical 2.(10620) Mud Pump 1.5 HP and Motor 3 HP ( Phase ) Sent to Satish Electrical.

Other corrections & remarks:

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | Madhu | Snehapriya | |
| Date | 21/3/2020 | 21/3/20 | |

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!