

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

Company:

VISTA HOMES

Site:

VISTA HOMES

Report From / To

09.11.19 to 07.03.20

Report Date

07.03.20

Date:

07.03.20

Prepared by:

CH.Sneha Priya

Approved by:

T.MADHU

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#
99379	29.01.20		Modular kitchens	Conformation required from KBD
99444	19.02.20		Generator AMF Control Panel	Draft to be Prepare

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 ^s
99108	09.11.19	1	Steel grey Granite	Material Ready With Supplier
99207	12.11.19	1	Black Granite	Partially Delivered Supplier arrange
99262	09.12.19	1 to 8	Modular kitchen	Material Ready With Supplier
99286	19.12.19	1	LED Street lights	Material Ready With Supplier
99337	07.01.20	3, 7 & 8	PVC Plain Y and Pipes	Partially Delivered Supplier arrange
99345	09.01.20	4, 5,	MS Z-angles	Partially Delivered Supplier arrange
99357	22.01.20	2 to 7	Sadaralli Gray Granite	Partially Delivered Supplier arrange
99378	29.01.20	1 to 7	Grills	Material Ready With Supplier
99401	06.02.20	1, 2, 4, 5, 6	Sliding Windows	Partially Delivered Supplier arrange
99409	07.02.20	1	LED Street Light	Material Ready With Supplier
99412	07.02.20	1 to 7	Panel Doors	Material Ready With Supplier
99417	10.02.20	1	CC Rings	Material Ready With Supplier
99424	12.02.20	1 & 2	PVC Rigid Pipes	Material Ready With Supplier
99431	15.02.20	1 to 3	Steel grey Granite	Material Ready With Supplier
99438	19.02.20	1, 2, 15, 19, 22	Electrical switches	Material Ready With Supplier
99440	19.02.20	1 to 6	Sliding Windows	Material Ready With Supplier
99442	19.02.20	1 to 4	Black Granite	Material Ready With Supplier
99443	19.02.20	3	Armoured Cable 25Sqmm	Partially Delivered Supplier arrange
99445	20.02.20	1	Panel Doors	Partially Delivered Supplier arrange
99447	20.02.20	4 & 10	PVC Fittings	Partially Delivered Supplier arrange
99448	20.02.20	1 to 6, 9	CPVC fittings	Partially Delivered Supplier arrange
99458	26.02.20	1	Panel Doors	Partially Delivered Supplier arrange
99463	29.02.20	1 to 3, 5 & 6	Sliding window	Material Ready With Supplier
99451	29.02.20	1	Rod cutting Blade	Material Ready With Supplier
99460	26.02.20	1 to 10	Wall Mixture	Material Ready With Supplier
99465	29.02.20	9, 21, 25, 27,35	PVC & CPVC and clamp fittings	Partially Delivered Supplier arrange
99466	29.02.20	1, 2, 4, 6, 7.	Cu -Multistand wire	Partially Delivered Supplier arrange
99467	29.02.20	1 to 10, 12 to 18, 20	Wall Mixture	Material Ready With Supplier
99468	29.02.20	1 to 3, 7 & 8	Wall Hang white	Material Ready With Supplier
99469	29.02.20	7	DB Changeover	Material Ready With Supplier
99472	03.03.20	1	MS Stool	Material Ready With Supplier
99474	04.03.20	1	Ball Valve	Material Ready With Supplier
99475	04.03.20	1, 3	Panel doors	Material Ready With Supplier

99476	04.03.20	3	Wipro Light	Partially Delivered Supplier arrange		
No. of gate passes issued this week:			5	From No.	119340	To No. 119344
Delivery van site visit on:			29 th , 3 rd , 5 th , 6 th .			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	19645	To No.	19668	
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		<i>[Signature]</i>		<i>Ch. Snehapriya</i>		
Date		7/3/2020		2/3/20		

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!