

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

Company:	VISTA HOMES	Date:	29.02.20
Site:	VISTA HOMES	Prepared by:	G.BALAKRISHNA
Report From / To	20.08.19 to 29.02.20	Approved by:	T.MADHU
Report Date	29.02.20		
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		Item Description
99379	29.01.20		Modular kitchens
99441	19.02.20		Door Frames
99444	19.02.20		Generator AMF Control Panel
99457	20.02.20		MCB Isolator
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
98985	20.08.19	1	Foam Boards
99069	19.10.19	1	Power Plug
99108	09.11.19	1	Steel grey Granite
99207	12.11.19	1	Black Granite
99262	09.12.19	1 to 8	Modular kitchen
99286	19.12.19	1	LED Street lights
99337	07.01.20	3, 7 & 8	PVC Plain Y and Pipes
99345	09.01.20	4, 5,	MS Z-angles
99357	22.01.20	2 to 7	Sadaralli Gray Granite
99378	29.01.20	1 to 7	Grills
99401	06.02.20	1, 2, 4, 5, 6	Sliding Windows
99403	06.02.20	1 & 10	Cu-Multistand wire
99404	06.02.20	2, 35, 6, 15, 6	Electrical switch
99409	07.02.20	1	LED Street Light
99412	07.02.20	1 to 7	Panel Doors
99415	07.02.20	1	Carpet Grass
99417	10.02.20	1	CC Rings
99424	12.02.20	1 & 2	PVC Rigid Pipes
99428	13.02.20	6, 7, 9	DB Box 4 way
99431	15.02.20	1 to 3	Steel grey Granite
99438	19.02.20	1 to 22	Electrical switches
99442	19.02.20	1 to 4	Black Granite
99445	20.02.20	1 to 7	Panel Doors
99447	20.02.20	1 to 14	PVC Fittings
99448	20.02.20	1 to 6, 9	CPVC fittings
99458	26.02.20	1 to 7	Panel Doors
99459	26.02.20	3 & 4	Main door beading
99460	26.02.20	1 to 10	Wall Mixture
No. of gate passes issued this week: 2 From No. 11938 To No. 11939			
Delivery van site visit on: 31st			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
DC register Sl. No. during the week	From No.	19627	To No. 19644
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>N. M. W.</i>	<i>S. S. S.</i>	
Date	29/12/2020	29/12/20	

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!