

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

Company:	VISTA HOMES		Date:		09.05.20	
Site:	VISTA HOMES		Prepared by:		CH.Sneha Priya	
Report From / To	02.05.20 to 09.05.20		Approved by:		T.MADHU	
Report Date	09.05.20					
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		Under negotiation	
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	
99262	09.12.19	1	Modular kitchens		Conformation required from KBD	
99379	29.01.20	1	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	
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	Asbestos sheets		Material Ready With Supplier	
99497	12.03.20	4	Steel		Material Ready With Supplier	
99498	16.03.20	1	1/18 Yellow		Material Ready With Supplier	
99503	14.03.20	1 to 11	CPVC Fittings		Material Ready With Supplier	
99509	16.03.20	5	Rod cutting blades		Partially Delivered Supplier arrange	
99510	16.03.20	1, 2, 3	Wall Hung		Partially Delivered Supplier arrange	
99512	16.03.20	22 to 34	CPVC External fittings		Material Ready With Supplier	
99513	17.03.20	6	Hacksaw blades		Material Ready With Supplier	
99514	17.03.20	1, 5, 11, 12, 17, 18, 19	Electrical Switches		Material Ready With Supplier	
99515	17.03.20	1 to 39	PVC/CPVC External fittings		Material Ready With Supplier	
99516	18.03.20	1 to 4	Drilling Machine		Material Ready With Supplier	
99517	19.03.20	1 & 2	Power Plug		Material Ready With Supplier	
99521	19.03.20	1	Alu Ladder		Material Ready With Supplier	
99527	21.03.20	1	Torch Lights		Material Ready With Supplier	
99539	04.05.20	1	Dettol Hand wash		Material Ready With Supplier	
99540	04.05.20	1	Water Tank		Material Ready With Supplier	
99545	06.05.20	1 to 10	Cleaning material		Material Ready With Supplier	
No. of gate passes issued this week:			1	From No.	1601	To No. 1601
Delivery van site visit on:			4-05-2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	19716	To No.	19752	
Items not ordered but received:						
Items sent to HO /vondor 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	9/5/2020	ch. Snelupriya
Date	9/5/20	

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!