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

Site:	Company:	VIST	A HOMES		Date:		30.05.20	
Report Pome         23.05.20-30.05.20         Approved by:         T.MADHU           Report Date         30.05.20         Approved by:         T.MADHU           List of requisitions numbers missing in the report':Nill         List of requisitions where PO/WO not prepared 3 working days after requisition:         Reason for not preparing PO/WO'           P9561         15.05.20         PVC/CPVC for flat external         Reason for not preparing PO/WO'           99576         21.05.20         Serial no of item in Req.         Item Description         Estimate with MD approval           List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:         Reason for not preparing PO/WO'           Req No.         Req Date         Serial no of item in Req.         Item Description         Details of discussion with supplier           99252         09.12.19         1         Modular kitchens         Partially material received by suplie           999491         11.03.20         1         Zig zag pavers         Material Ready With Supplier           999492         12.03.20         1         Absestos sheets         Material Ready With Supplier           999542         05.05.20         1         Bleach Powder         Out of stock With Supplier           999554         12.05.20         1 to 7         Grill         Mater								
Report Date								
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   PVC/CPVC for flat external   99576   21.05.20   S2.5 KVA generator   1.					Approved by.		1.WADIIO	
List of requisitions where PO/WO not prepared 3 working days after requisition:  Req No. Req Date 99561 15.05.20 PVC/CPVC for flat external 25.5 KVA generator 25.5 KVA generator 25.5 KVA generator 26.5 Estimate with MD approval 27.5 Estimate With M				ort*·Nil				
Reason for not preparing PO/WOF   PVC/CPVC for flat external   S2.5 KVA generator   Estimate with MD approval	List of requi	sitions where P	O/WO not prepared	d 3 working	no days after i	equisition:		
PVC/CPVC for flat external   Draft po with MD Approval	Reg No.	Reg Date	- not preparet					
Section   Sect								
Section   Se	13.03.20					Dian		
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.  Serial no of item in Req.  Modular kitchens  Partially material received by suplier  99262  99.12.01  11.03.20 11  Zig zag pavers  Material Ready With Supplier  11.03.20 11  Cement jalli  Material Ready With Supplier  11.03.20 11  Asbestos sheets  Material Ready With Supplier  11.03.20 11  Bleach Powder  Out of stock With Supplier  11.03.20 11.05.20	99576	21.05.20	5.20				Estimate with MD approval	
Serial no of item in Req.   Details of discussion with supplier item in Req.					02.5 KVA generator		Estimate with IVID approval	
Serial no of item in Req.   Details of discussion with supplier item in Req.	List of requis	sitions where P	O/WO is prepared	and items	have not been	received a	t site hevond the lead time:	
1	Req No. Req Date		Serial no of	Item Description		Deta	Details of discussion with supplier <sup>s</sup>	
1	99262	09.12.19	1	Modula	r kitchons	Doutie	Partially material received by sunling	
11.03.20	99379							
1.03.20	99491							
	99492							
	99495							
12.05.20	99542							
13.05.20	99554							
15.05.20   5,17,19,31   PVC/CPVC for flat external   Partially material received by suplier   Partially material received by SSLLI   Paper bundles   Partially mate	99557							
15.05.20	99562			PVC/CI	PVC/CPVC for flat Partially material received by sup			
Sanitary   Partially material received by suplier	99563	15.05.20	1 to 10			Mater	Material Ready With Supplier	
Post	99564							
Mortise locks   Partially material received by SSLLE	99566	16.05.20				Mater	Material Ready With Supplier	
16.05.20	99567	16.05.20				Partia	Partially material received by CCLLD	
20.5.20	99568	16.05.20	1 to 7				Material Ready With SSIIn	
23.05.20	99573	20.5.20	1				Partially material received by CCLLD	
Sintex electrical box and 4 pole Isolator   Sintex electrical box and 4 pole Isolator	99584	23.05.20	1,2,3	CPVC p	lain lain Tee and	Mater	Material Ready With Supplier	
Infrared forehead Thermometer   Material Ready With SSIlp	99585	23.05.20	1,2	Sintex e	Sintex electrical box Material Ready With Supplier			
23.05.20 1 to 12 Electrical wires Material Ready With Supplier  29.589 23.05.20 1 to 16 Electrical switches Material Ready With SSIlp  29.589 27.05.20 1 to 7 Doors and Hardware Material Ready With SSIlp  No. of gate passes issued this week: 0 From No. To No.  Delivery van site visit on: 26.05.20,28.05.20,29.05.20  Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes  OC register Sl. No. during the week From No. 19779 To No. 19815  Items not ordered but received: tems 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 Sent to Satish Electrical.	99586	23.05.20	1	Infrared forehead		Mater	Material Ready With SSIlp	
23.05.20	99587	23.05.20	1				Material Ready With Co. 1	
23.05.20	99588					Mater	Material Ready With Supplier	
No. of gate passes issued this week:  O From No.  Delivery van site visit on:  Delivery van site visit	99589						Material Ready With SSIIp	
Delivery van site visit on:  26.05.20,28.05.20,29.05.20  nward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes  OC register Sl. No. during the week  From No. 19779  To No. 19815  tems not ordered but received: tems 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 Sent to Satish Electrical.	99589				with John			
nward report (MRN/other) & stock report emailed in pdf format to purchase?  OC register Sl. No. during the week From No. 19779 To No. 19815  tems not ordered but received:  tems 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 Sent to Satish Electrical.	No. of gate passes issued this week:						To No.	
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tems not ordered but received: tems 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 Sent to Satish Electrical.	DC register S	l. No. during th	e week From				The billion of the same of the	
tems 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 Sent to Satish Electrical.						-3	19813	
Other corrections & remarks:	Items sent to	HO /vendor tha	t are pending for re	epair:-1.(10 trical.	0599)Auto Cu	rter Motor	Sent to Satish Electrical 2.	
	Other correcti	ons & remarks						

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Janly	the Sudraprice	
Date	20000	20/5/20	

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a> and <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a> and <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a> 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!