

Company:	VISTA HOMES	Date:	08.08.20	CH.Sneha Priya	T.MADHU	Report From / To	01.08.20 (Saturday) to 08.08.20 (Saturday)	Approved by:		Report Date	08.08.20	List of requisitions numbers missing in the report: Nil			List of requisitions where PO/WO not prepared 3 working days after requisition:			Reg No.	Reg Date	Item Description	Reason for not preparing PO/WO#	99671	26.06.20	Cue Sticks	Po Not made	99647	18.06.20	MS Round Plates	Po Not made	99706	02.07.20	VGA Cables	Po Not made	99718	10.07.20	GI round nut	Partial material Po Not made	99729	15.07.20	Gloves	Po Not made	99740	21.07.20	Aluminium Ladder	Po Not made	99747	25.07.20	MS plate, MS Gate Hinges & Anchor Bolts	Po Not made	99756	31.07.20	1	TP Link (Router)	Po Not made	List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			Reg No.	Reg Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵	99576	21.05.20	1	82.5 KVA generator	Material supply with in a week	99646	18.06.20	7,8	Door closer, Door locks	Material Ready with Supplier	99675	29.6.20	1,2,3	Wall Hung	Partially Received by SSLP	99680	29.06.20	8	PVC 4" Rigid Pipes	Partially Received by SSLP	99681	29.06.20	1 & 2	SS Sink Waste coupling	Material Ready with SSLP	99706	02.07.20	4	UPS	Material Ready with Supplier	99715	10.07.20	1& 5	Cleaning material	Partially Received by SSLP	99716	10.07.20	1 to 3	MS Pipes	Partially Received by SSLP	99718	10.07.20	1,2,3	GI Round nut	Material Ready with Supplier	99722	13.07.20	2,3	MS Powder Coated sheets.	Partially Received by Supplier	99725	14.07.20	1 to 6	Sliding Windows	Partially Received by SSLP	99735	17.07.20	2 & 3	Wipro Lights	Material Ready with SSLP	99737	17.07.20	1 to 6	PVC Pipes	Material Ready with SSLP	99741	22.07.20	1,2,3	Cleaning material	Partially Received by SSLP	99743	22.07.20	6	Rod Cutting Blades	Material Ready with Supplier	99746	25.07.20	1 to 8	Sanitory	Material Ready with SSLP	99747	25.07.20	1 to 4	MS Round Pipes	Material Ready with Supplier	99751	27.07.20	1 & 5	Electrical wires	Partially Received by SSLP	99755	31.07.20	1	Water cans	Material Ready with SSLP	99759	04.08.20	10	RCC Gully Trap	Material Ready with Supplier	No. of gate passes issued this week:			0			From No.			To No.			Delivery van site visit on:			03.08.20, 04.08.20, 05.08.20, 7.08.20			Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes			DC register Sl. No. during the week			From No.			2 0 0 5 6			To No.			20069			Items not ordered but received:			Items sent to HO /vendor that are pending for repair:-1.(10599)Auto Curter Motor Sent to Satish. 2.(10652) Openwall pump IHP, 3.(10652) Sand Scanning IHP.			Other corrections & remarks:			Details	Project Manager	Admin Officer/Manager	Admin Audit
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Sign			
Date	12/12/2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaya@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 received, WO - material received fabrication not started, 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!