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

Company: VISTA		HOMES		Date:		26.09.20 CH.Sneha Priya			
VISTA		HOMES		Prepared by:		T.MADHU			7
Report From / To 19.09.2		20(Saturday) to 26.09.20		Approved by:		1.1017	ADITO		
	(Saturd				TIGHT				
Report Date	26.09.2	20	* 0075						
	sitions numbers r	nissing in the repo	rt :99/30	) love often rec	misition.	1000			
List of requis	sitions where PO	/WO not prepared	3 WOLKI	ing days after rec	Re-	ason fo	or not prepari	ng PO/W	/O <sup>#</sup>
Req No.	Req Date		Itel	Item Description GA Cable		Reason for not preparing PO/WO# PO Not Made			
99706	02.07.20	4				Not Ma			
99822	11.09.20	1		ring tapes		Not Ma			
99838	19.09.20	1	Vitrified Tiles Kids See Saw, Kids			PO Not Made			
99840	19.09.20	1 & 2	Slider						
99845	19.09.20	1& 2	Letter			PO Not Made			
List of requisitions where PO/WO is prepared a			nd items	eceived	eived at site beyond the lead time:				
Req No.	Req Date	Serial no of item in Req.	Item Description		De	Double of the same			
22451	26.06.20		Cue Sticks		On	On line Purchase			
99671	26.06.20	1	Alluminium Ladder		Mat	Material ready with Supplier			
99740	21.07.20	1	Sanitary		Part	Partially Received by SSLLP			
99746	25.07.20	1	Hylam Sheets		Loc	Local Purhcase			
99795	29.08.20	1 2 2	Panel Doors			Material ready with SSLLP			
99807	03.09.20	2, 3	Pen Drives			No Stock at SSLLP			
99814	07.09.20	1	DB Boxes			Material Ready With Supplier			
99817	09.09.20	1 & 2	Sanitizers		Mat	Material ready with SSLLP			
99824	15.09.20	1 to 3	Mulstistand wire 1/18			terial re	eady with SS	LLP	
99828	16.09.20	1, 2	Yellow & Black						
99834	17.09.20	2, 3, 10, 11, 14, 15, 18, 22	Electrical Switches			No Stock at SSLLP			
00025	18.09.20	2	CPVC Solvent		Ma	Material ready with SSLLP			
99835	19.09.20	1 to 5	SS Number Plate		Wi	With in a Week			
99842	19.09.20	1 to 5	SS Number Plate			With in a Week			
	22.09.20	1 to 11	Cleaning Material		Ma	Material ready with SSLLP			
99846	22.09.20	1 to 4	Whit	White Plastic Buckets		Material ready with SSLLP			
99847	22.09.20	1 10 1		A Page 1					
				1 7 34	10	20	To No.	1631	
No. of gate passes issued this week:		is week:	4 From No. 19.09.20, 23.09.20, 24			40	10100.	1031	
Delivery v	an site visit on:							,	
Inward report (MRN/other) & stock report ema			ailed in pdf format to purchase			se? Yes			
DC registe	r Sl. No. during	he week Fro	m No.	20158	To N	lo.		20170	
-	1 11 1	and.							
	*** 1 1 11	1 manding for	repair1.	10661 Submersil	ble Pump	3 pha	se Sent to SV	R Pump	,
2.(10663)	Mud pump 1 HI	e sent to Satish Ele	ctricals,	3.( 10664 ) Oper	n Well P	ump 1	HP sent to S'	VR Pum	ps.
Other corr	ections & remark	ks:Nil			1 141		1 4 1 1 4	1:4	
Details		Project Manager		Admin Officer/Ma			Admin Au	ait	
		Too		Snelsapone		B.			
Sign Date		100/80		sitions to Purchase immediate			ly. 2. Send	41.1	
		- I M I		isitions to Purc		11 . 1	ly. 2. Send	this	report

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!