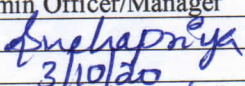


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	VISTA HOMES	Date:	03.10.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	26.09.20(Saturday) to 03.10.20 (Saturday)	Approved by:	T.MADHU
Report Date	03.10.20		
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
99838	19.09.20	1	Vitrified Tiles
99865		1	3 Phase Starter
Reason for not preparing PO/WO#			
PO Not Made			
PO Not Made			
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
99746	25.07.20	1	Sanitary
99795	29.08.20	1	Hylam Sheets
99814	07.09.20	1	Pen Drives
99817	09.09.20	1 & 2	DB Boxes
99822	11.09.20	1	Measurement Tapes
99828	16.09.20	1, 2	Multistand wire 1/18 Yellow & Black
99834	17.09.20	2, 3, 10, 11, 14, 15, 18, 22	Electrical Switches
99840	19.09.20	1 & 2	Kids See Saw, Kids Slider
99842	19.09.20	1 to 5	SS Number Plate
99843	19.09.20	1 to 5	SS Number Plate
99845	19.09.20	1& 2	Letter Box
99846	22.09.20	5	Cleaning Material
99855	26.09.20	1	Nuts
Details of discussion with supplier\$			
Partially Received by SSSLP			
Local Purhcase			
No Stock at SSSLP			
Material Ready With Supplier			
Material Ready With Supplier			
Material ready with SSSLP			
No Stock at SSSLP			
No Stock with Supplier			
With in a Week			
With in a Week			
Material ready with SSSLP			
Material ready with SSSLP			
Material ready with SSSLP			
No. of gate passes issued this week:			
- From No. Nil To No. Nil			
Delivery van site visit on : 25.09.20, 29.09.10			
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes			
DC register Sl. No. during the week From No. 20171 To No. 20190			
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair1.10661 Submersible Pump 3 phase Sent to SVR Pump 2.(10663) Mud pump 1 HP sent to Satish Electricals, 3.(10664) Open Well Pump 1 HP sent to SVR Pumps.			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	3/10/20	3/10/20	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!