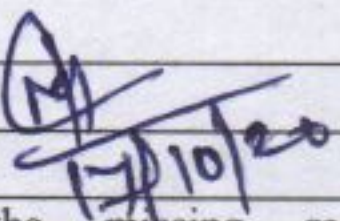
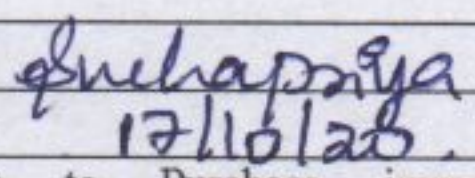


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	VISTA HOMES	Date:	17.10.20	
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya	
Report From / To	10.10.20(Saturday) to 17.10.20 (Saturday)	Approved by:	T.MADHU	
Report Date	17.10.20			
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	Reason for not preparing PO/WO [#]	
99884	09.10.20	Pvc pipe , Long Bends, pvc bends, pvc non return valve, pvc MTA, PVC FTA	PO Not Made	
99890	15.10.20	Queen Size bed	PO Not Made	
99891	15.10.20	Window curtains	PO Not Made	
99892	15.10.20	Curtain Rods	PO Not Made	
99893	15.10.20	Open well submersible pump	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	Details of discussion with supplier ^s
99817	09.09.20	1&2	DB Boxes	Material Ready with Supplier
99840	19.09.20	1 & 2	Kids See Saw, Kids Slider	With in a week
99842	19.09.20	1 to 5	SS Number Plates	With in a week
99843	19.09.20	1 to 5	SS Number Plates	With in a week
99845	19.09.20	1 & 2	Letter Box	No Stock at SSLLP
99859	28.09.20	14,16,18,19,20	Waste Coupling, Waste pipe, CP Nipple	No Stock at SSLLP
99860	28.09.20	1,2,3,7&8	Sanitary	Material ready with SSLLP
99882	07.10.20	1 to 3	Wipro day light (white)	Material ready with SSLLP
99885	10.10.20	1 to 4	MS Round Pipe, MS Flat Patti, MS Square Pipe, MS Flat Patti	With in a week
99886	12.10.20	1 to 11	MS Round Pipe, MS Bends, Reducer	Material ready with supplier
99887	12.10.20	1	PVC Coupling	Material ready with supplier
99889	15.10.20	1 to 5	Luminous Board (Left Arrow), Luminous Boards (right arrow)	Material ready with SSLLP
99894	15.10.20	1	Zycosil	Material ready with SSLLP
No. of gate passes issued this week: 2 From No. 1634 To No. 1635				
Delivery van site visit on : 10.10.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	20213	To No.	20219
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair1.				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	

Sign			
Date	17/10/20	17/10/20	

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