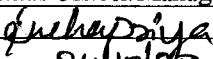


Company:	VISTA HOMES	Date:	23.10.20	Site:	VISTA HOMES	Prepared by:	CH Sneha Priya	Report From / To	17.10.20(Saturday) to 23.10.20 (Saturday)	Approved by:	T.MADHU	Report Date	23.10.20	List of requisitions numbers missing in the report :Nil		List of requisitions where PO/WO not prepared 3 working days after requisition:		Reg No.	Reg Date	Item Description	Reason for not preparing PO/WO#	99881	8.10.20	Verified tiles	PO Not Made	99890	15.10.20	Queen Size bed	PO Not Made	99891	15.10.20	Window curtains	PO Not Made	99893	15.10.20	Open well submersible pump	PO Not Made	99907	20.10.20	Pvc pipes	PO Not Made	99908	20.10.20	Cello pens, paper bundles	PO Not Made	99909	20.10.20	Sanitizers, dettol hand wash.	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's	99817	09.09.20	2	DB Boxes	Partially material received	99840	19.09.20	1 & 2	Kids See Saw, Kids Slider	Out of stock	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 SSLP	99855	26.09.20	1	Nuts	With in a week	99859	28.09.20	14,16,18,19,20	Waste Coupling, Waste pipe, CP Nipple	No Stock at SSLP	99860	28.09.20	1,2,3,7&8	Sanitary	Partially received	99863	28.09.20	1,2	4 pole isolator, 1amps MCB	Material ready with Supplier	99882	07.10.20	1 to 3	Wipro day light (white)	Partially received	99883	07.10.20	1	Wipro fittings	Material ready with Supplier	99884	09.10.20	1 to 6	Pvc pipe , Long Bends, pvc bends, pvc non return valve, pvc MTA, PVC FTA	Material ready with Supplier	99886	12.10.20	1 to 11	MS Round Pipe, MS Bends, Reducer	Partially received	99887	12.10.20	1	PVC Coupling	Material ready with supplier	99889	15.10.20	1 to 5	Luminous Board (Left Arrow), Luminious Boards (right arrow)	Material ready with SSLP	99892	15.10.20		Curtain Rods	Online purchase	99894	15.10.20	1	Zycosil	Material ready with SSLP	99897	17.10.20	1 to 20	CP fittings	With in a week	99898	17.10.20	1,2,27,8	Sanitary	Material ready with SSLP	99900	19.10.20	1	Wipro- warm ceiling light	Material ready with supplier	99902	20.10.20	1,2	AL service wire/7/20,	With in a week
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			Insulation tape	
99903	20.10.20	1	2.5 copper wire	Material ready with supplier
99904	20.10.20	1,2	Key chains	Material ready with SSLP
99905	20.10.20	1 to 11	Cleaning material	Material ready with SSLP
No. of gate passes issued this week:			3	From No. 1636 To No. 1638
Delivery van site visit on :			17.10.20,22.10.20,23.10.20	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week		From No. 20220	To No.	20231
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair 1.2HP Mud Pump (Satish), 2. 3HP Submersible motar (SVR)				
Other corrections & remarks: Nil				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign				
Date	24/10/20		24/10/20	

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!