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

Company:	VISTA HOMES	Date:	05.12.20
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya
Report From / To	28.11.20(Saturday) -05.12.20 (Saturday)	Approved by:	T.MADHU
Report Date	05.12.20		

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#
99947	16.11.20		Main Limit Switch ASSY Nc Type, PIT Switch ASSY With Hardness Wiring	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$
99923	02.11.20	1 to 5	Sliding windows	Material Ready with SSLLP
99939	10.11.20	1	Cement Pots	With in week
99940	11.11.20		Generator AMF Pannel Board	Approval is pending from Association
99943	11.11.20	5	White Cement	With in a week
99945	11.11.20	1,2,37,8	Sanitory	No Stock at SSLLP
99948	17.11.20	1 to 5	White cement	Partially received
99950	17.11.20	1	Vedio Door Phone	Partially received
99955	21.11.20	1	SS Sink	Partially Received
99556	23.11.20	2,3	Wipro granet Battern (Day Light)1ft,Wipro granet Battern (Day Light) 2ft	Partially received
99959	25.11.20	6,7,10	3/20 black, 3/20 Green, & Al Service wire	Partially received
99960	26.11.20	1	FP isolator	Partially received
99962	26.11.20	1	Acid	Material is ready with SSLLP
99964	26.11.20	1	UPVC Brass elbow	Partially received
99965	28.11.20	1,2	Anchor Bolt (Pin type) ,Fishers	Material is ready with SSLLP

No. of gate passes issued this week:	3	From No.	2556	To No.	2558
001Delivery van site visit on:	28.11.20, 1.12.20, 03.12.20, 04.12.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	2 0 3 3 0	To No.	20339	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair:- Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign Madhu	Madhu	Snehapriya	
Date	5/12/2020	5/12/20	

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