

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

Company:	VISTA HOMES	Date:	26.12.20		
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya		
Report From / To	19.12.20(Saturday) -26.12.20 (Saturday)	Approved by:	T.MADHU		
Report Date	26.12.20				
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#		
180501	7.12.20	GI Nipple (1/2"x4")	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 2	Sliding windows	Material Ready with Supplier	
99940	11.11.20		Generator AMF Pannel Board	Material is ready with Supplier	
99947	16.11.20	1,2	Main Limit Switch ASSY Nc Type, PIT Switch ASSY With Hardness Wiring	PO is in Estimation	
99974	07.12.20	1	GI U Clamps thread type with nuts	Material is ready with supplier	
99989	12.12.20	1,2,3,7,8	Sanitary	Partially received	
99990	12.12.20	3, 6	CP fitting	Partially Received	
99995	14.12.20	1	GI PVC coated wire	Material is ready with supplier	
99999	16.12.20	1,2	1" MS L-Angles Patti, Anchor Bolts pin type	Material is ready with supplier	
180504	18.12.20	1	Acid	Partially received	
180505	18.12.20	1,2,3	Wipro Garnet Batten (1ft, 2ft, 3ft)	Partially received	
180507	19.12.20	1,2,3	Pannel Doors	Partially received	
180508	19.12.20	1 to 22	Switches	Material is ready with SSSLP	
180511	19.12.20	1 to 8	Sanitary	Material is ready with SSSLP	
180513	21.12.20	1	Wipro Flood Light	Material is ready with SSSLP	
180514	21.12.20	1	Enamel Paint	Material is ready with SSSLP	
180515	21.12.20	1 to 4	Jantha Paste, Araldite, Fishers, SS Screws	Material is ready with SSSLP	
180516	21.12.20	1	Cistern Set (Cera)	Material is ready with SSSLP	
180517	21.12.20	1,2	Roof Tiles Stone Adhesive, RBR Chemical	Material is ready with SSSLP	
No. of gate passes issued this week:		From No.	2567	To No.	2571
001Delivery van site visit on:		21.12.20, 22.12.20, 23.12.20, 26.12.20			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	20400	To No.	20423	

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	<i>[Signature]</i>	<i>[Signature]</i>	
Date	26/12/20	26/12/20	

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