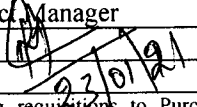
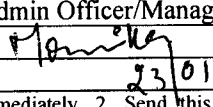


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	VISTA HOMES	Date:	23.01.21			
Site:	VISTA HOMES	Prepared by:	CH.Sneha Priya			
Report From / To	16.01.21 (Saturday) -23.01.21 (Saturday)	Approved by:	T.MADHU			
Report Date	23.01.21					
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#			
180540	29.12.20	Letter Box	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		
99940	11.11.20	1	Generator AMF Pannel Board	Material is ready with Supplier		
180536	29.12.20	1	Luminous Boards	Material is ready with SSSLP		
180538	29.12.20	1 to 5	SS Name Plates	Material is ready with supplier		
180539	29.12.20	1 to 10	SS Name Plates	Material is ready with supplier		
180541	29.12.20	1	Cricket Net	No Stock with Supplier		
180546	02.01.21	1,4,5,6	Pannel Door, Mortise Lock, Cylindrical Lock, SS Hinges	Material is ready with SSSLP		
180548	02.01.21	1	SS Sink	Material is ready with SSSLP		
180564	10.01.21	1 to 8	Grills	Material is ready with SSSLP		
180576	13.01.21	1	Cistern Set(Cera)	Material is ready with Supplier		
180577	13.01.21	1	Acid	Partially Received		
180578	13.01.21	1 & 2	Modular Kitchen	Material is ready with Supplier		
No. of gate passes issued this week:		0	From No.	Nil	To No.	Nil
001 Delivery van site visit on:		16.01.21, 18.1.21, 20.01.21, 21.01.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week	From No.	20493	To No.	20517		
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						
Date	23/01/21	23/01/21				

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!