

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

Company:	VISTA HOMES		Date:	20.02.21	
Site:	VISTA HOMES		Prepared by:	CH.Sneha Priya	
Report From / To	13.02.21 (Saturday) -20.02.21 (Saturday)		Approved by:	T.MADHU	
Report Date	20.02.21				
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	1,2	Letter Box	PO Not Made	
180630	11.02.21	1 to 8	Al. Sliding windows	PO Not Made	
180636	13.02.21	1	Urinal Set	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	With in a week	
180576	13.01.21	1	Cistern Set(Cera)	Supplier is asking cheque to give material	
180578	13.01.21	1 & 2	Modular Kitchen	Material is ready with Supplier	
180614	02.02.21	1 to 5	SS Name plates	Work under process	
180615	02.02.21	1 to 10	SS Name plates	Work under process	
180617	16.02.21	1	Vetrified tiles	No stock at vista Homes	
180628	10.02.21	1,3,7	Cleaning Material	Partially received	
180629	10.02.21	1	Video door phone	Partially received	
180631	13.02.21	1	Wire brush	Material is ready with Supplier	
180632	13.02.21	1	Queen size bed sheet& pillow cover	Material is ready with Supplier	
180633	13.02.21	1 to 5	MMC, 4ploe isolator, DB Boxes	Material is ready with SSSLP	
180634	13.02.21	1 to 4	Rubber Modular tiles, Chequered tiles	With in a week	
No. of gate passes issued this week:			01	From No.	2582 To No. 2582
Delivery van site visit on:			13.02.21,17.02.21,18.02.21,20.02.21		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	20585	To No.	20604	
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>Sneha Priya</i>		
Date			20.02.21		

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