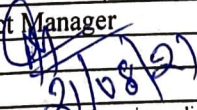
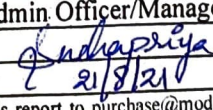


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Vista Homes	Date:	21.08.21
Site:	Vista Homes	Prepared by:	Ch.Snehapriya
Report From / To	14.08.21(Saturday) to 21.08.21(saturday)	Approved by:	T.Madhu
Report Date	21.08.21		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Item Description
180844	12.08.21	1 -10	Grills
180848	18.08.21	4	RCC Covers
Reason for not preparing PO/WO#			
			Po Not Made
			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
180797	04.06.21	1 - 12	Bathroom Tiles
180813	30.06.21	1-10	Grills
180818	10.07.21	1 - 4	Kerbee Sheets, MS Square pipes, MS Flat patti
180835	29.07.21	1,2	UPVC Track sliding window
180839	08.08.21	3,5,6	Pannel door (26"x82"), Cylindrical locks, SS Hinges
180842	12.08.21	10	PVC Connection
180847	17.08.21	1	WIFI SECURITY CC Camera's MI
180850	18.08.21	1-7	Plumbing material
Details of discussion with supplier^s			
			No Stock at SSLLP
			With in a week
			With in a week
			With in a week
			Partially received
			No Stock at SSLLP
			With in a week
			Material is Ready With SSLLP
No. of gate passes issued this week	0	From No.	Nil
Delivery van site visit on:	14.08.21,20.08.21.	To No.	Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs
1.	8mm	-	-
2.	10mm	-	-
3.	12mm	-	-
4.	16mm	-	-
5.	20mm	-	-
6.	25mm	-	-
7.	32mm	-	-
8.	Binding wire		
OPC stock	Nil	OPC last weeks stock	Nil
		PPC/PSC stock	15
		PPC/PSC last weeks stock	
Details	Project Manager		Admin Officer/Manager
Sign			
Date	21/08/21		21/8/21

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