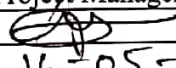


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates		Date:	16-05-2020	
Site:	Nilgiri Estates		Prepared by:	Hemalatha	
Report From / To	10-03-2020 TO 16-05-2020		Approved by:	Anil.M	
Report Date	16-05-20				
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	Sl no of Req.	Item Description	Reason for not preparing PO/WO#	
72755	01-05-2020	1 to 2	Altek Luppum	PO to be issue	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
Req No.	Req Date	Sl no of Req.	Item Description	Details of discussion with supplier ^s	
72756	01.05.2020	1 to 2	Pesticide spray machine	We will pick from SSLLP	
72759	02.05.2020	01	Masks	Material available at SSLLP we will pick up with vehicle	
72761	05.05.2020	1 to 2	Sanitizers	Material available at SSLLP we will pick up with vehicle	
72764	09.05.2020	2,3	Pavers and Parking Tiles	Supplier is arranging Material	
72765	09.05.2020	1,2	Pavers and Parking Tiles	Supplier is arranging Material	
72766	09.05.2020	1 to 4	Door Beeding	Material available at SSLLP we will pick up with vehicle	
72768	11.05.2020	1 to 2	ACE External Emulsion	Material available at SSLLP we will pick up with vehicle	
No. of gate passes issued this week:			03	From No.	1701 To No. 1703
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in PDF format to purchase?				Yes	
DC register Sl. No. during the week	From No.	11367	To No.	11373	
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign			Hemalatha		
Date	16-05-2020		16-05-2020		

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