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

Company:	Nilgiri Estates	Date:	09.06.18
Site:	Nilgiri Estate	Prepared by:	M.MAHESH
Report From / To	01.06.17 to 09.06.18	Approved by:	Madhusudhan
Report Date	09.06.18		

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		Item Description	Reason for not preparing PO/WO#
71297	05.05.18	1-16	Bathroom tiles	Estimate to be prepare
71322	19-05-18	1-4	Led tv	Online purchase
71328	19-05-18	1	GYM equipments	
71327	19-05-18	1	Coffee table	PO is pending
71374	04.06.18	1-3	Steel Grey Granite	PO not made
71378	05.06.18	1	MS Telescopic street light pole	PO pending

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
71190	29.3.18	1 to 4	MS Hinges 8”	Ready with supplier, purchase Asst is going to purchase locally
71192	29.03.18	2	Green files	No stock at SSLLP
71214	06.04.18	1-4	Steel gray Granite	SSLLP
71235	11.04.18	10	Registers	No stock at SSLLP
71259	20-04-18	1-8	MS Grills	WO- no 50142 –P.satish kumar (supplier) Work under progress , its bulk order so need some time to finish .
71260	20-04-18	1-8	MS Grills	WO- no 50144 –P.satish kumar (supplier) Work under progress , its bulk order so need some time to finish .
71261	20-04-18	1-8	MS Grills	WO- no 50149 –MD.Mahaboob (supplier) Work under progress , its bulk order so need some time to finish .
71262	20-04-18	1-8	MS Grills	WO- no 50152 –MD.Mahaboob (supplier) Work under progress , its bulk order so need some time to finish .
71270	24.04.18	1-2	Swimming pool flooring tiles	Supplier is going to send within 2 to 4 days
71281	30.04.18	1	SS Sink	No stock at SSLLP
71297	05.05.18	1-16	Bathroom tiles	PO is pending from purchase department
71298	07.05.18	1-6	Vermin compost	PO NO – 50542 According to transport we will get this material to site , actually problem is with load the material at supplier place.
71299	08-05-18	1	Glass mosaic tiles	Supplier got cheque payment and he is going to get the material on 20-06-18 Prabhakar sir please call him (9908714445)
71313	14-05-18	1	Sprinklers	Po- no 50630. Rita seeds supplier is having material it seems he is asking to send purchase Asst. to pick the material
71318	12-05-18	1-2	Dewatering pump	PO no -50766 According to transport we will get this material to site. Purchase-Asst

				have coordinate with driver
71322	19-05-18	1-4	Led tv	Online purchase
71323	19-05-18	1-3	Large buners	PO is pending (I have send sample photographs to prabhakar sir .)
71324	19-05-18	1-2	Cloth hangers	Purchase Asst to receive cloth hangers
71325	19-05-18	1-4	Hot case	PO NO – 50754 Supplier is not received PO
71326	19-05-18	1-6	TT table	50757 Po is raised Supplier is not received email of PO
71327	19-05-18	1	Coffee table	Online purchase
71328	19-05-18	1-10	Music system	1 no we received from HO & remaining GYM material is PO is not made
71329	19-05-18	1-5	GYM weights	PO 50753 . Po is raised Supplier is not received email of PO
71330	19-05-18	1-2	AC and chairs	(50743) PO is Supplier is not received email of PO PO no – 50744 / AC will be delivered with 7 working days.
71332	22-05-18	1	Camera	Online purchase
71333	22-05-18	1	Flat files	Printing is under progress it will delivered shortly
71337	22-05-18	1-8	Submersible pump & fittings	Po- no 50835 ,Purchase –asst to coordinate with purchase vehicle driver
71341	25-05-18	1-10	Club house material	PO –no 51069 supplier is going confirm on Monday
71345	26-05-18	1-8	Sanitary material	PO no – 50880 patel ,& po 50884 – SSLLP
71347	26-05-18	1	Black granite	50894 rajadhani on Monday is going to deliver
71355	29.05.18	1	Single seated sofa	PO is not made
71358	30.05.18	1	Sink	No stock SSLP
71362	31.05.18	1-8	Door frames	PO.nos-50951 only door frames is pending
71363	31.05.18	3	Red oxide powder	PO 50940 , srinivas to pick the material from sri raja rajeswari traders
71364	31.05.18	1	Hollow bricks	PO.nos-50948 Material not received
71365	01.06.18	1-5	Sanitary material	PO no – 50959 SSLLP
71367	01.06.18	1-2	GI pipe & copper plates	PO no 50974 shubham enterprises. In this part material we received
71368	01.06.18	1	CC Pipes	PO no 50973 in this week he is going deliver
71370	04.06.18	1-35	CPVC material	PO no 51068 SSLLP
71371	04.06.18	1-6	Chalk piece	PO no – 50983 SSLLP
71372	04.06.18	1	SS hinges	PO no – 50982 SSLLP
71374	04.06.18	1-3	Steel Grey Granite	PO not made

71375	04.06.18	1-9	Panel doors	PO NO – 51042 SSLLP
71377	05.06.18	1-8	Main doors	PO no 51049 SSLLP
71378	05.06.18	1	MS Telescopic street light pole	PO pending
71379	06.06.2018	1	Epoxy grout	PO no – 51061 SSLLP

No. of gate passes issued this week:	0	From No.	nil	To No.	nil
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
Items not ordered but received:					
Other corrections & remarks**:**					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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!