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

Company:	Nilgiri Estates	Date:	24.06.18
Site:	Nilgiri Estate	Prepared by:	M.MAHESH
Report From / To	09.06.17 to 24.06.18	Approved by:	Madhusudhan
Report Date	24.06.18		

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	Cancelled by prabhakar
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
71381	08.06.18	1-8	Z-Angle	Estimate to be prepare
71383	08.06.18	1-12	Tiles(Luna)	Draft to be prepare

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	PO transferred to Rajdhani marbles its under estimation
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 .
71297	05.05.18	1-16	Bathroom tiles	PO is raised on SSLLP for all sites – after that we will receive from SSLLP
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.
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
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.
71333	22-05-18	1	Flat files	Files are ready with promotions , give instructions to srinivas to get the files to site
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 no – 51153 anu furniture's supplier is going to send after one week
71358	30.05.18	1	Sink	Po no – 50932 No stock SSLP
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
71368	01.06.18	1	CC Pipes	PO no 50973 out of 135 , he delivered 112 nos
71370	04.06.18	1-35	CPVC material	PO no 51068 SSLLP
71374	04.06.18	1-3	Steel Grey Granite	PO no 50866 SSLLP
71377	05.06.18	1-8	Main doors	PO no 51049 SSLLP
71378	05.06.18	1	MS Telescopic street light pole	PO no 51158 vidyut supplier is having material ready as per transport we get the material to site
71381	08.06.18	1-8	Z-Angle	PO no – 51418 SSLLP
71383	08.06.18	1-12	Tiles (Luna)	Draft to be prepare
71384	08.06.18	1	Vitrified tiles	PO.nos-51163 tiles received at site 940 + 700 boxes out of 1920 boxes
71385	08.06.18	1	SS Railing	PO.nos-51157 poonam steel supplier is ready to send as per our transport
71387	09.06.18	1-10	Stationery	PO no – 51144 SSLLP
71388	11.06.18	1-6	Parking tiles	Bharath patel is going send by tomorrow
71389	12.06.18	1-6	Parking tiles	Bharath patel is going send by tomorrow
71390	12.06.18	1	SS Railing	PO.nos-51230 poonam steel supplier is ready to send as per our transport
71391	13.06.18	1-2	Curing pipe , cocunut brooms	SSLLP

71392	13.06.18	1-6	Rain coats,Umbrellas	PO.nos-51204 ,51205 safety shoes received
71393	13.06.18	1-9	Panel Doors	PO.nos-51217 SSLLP
71394	13.06.18	1-2	Water proofing -Toilets & sit-out	Recently prepare PO no 51296
71395	13.06.18	1-9	Panel Doors	PO.nos-51218
71396	14.06.18	1-6	Filter Element &Lube oil filter	WO for service DG, cheque is not issued till now to service
71397	15.06.18	1-5	Black Granite	51262 po
71398	10.06.18	1	Cloudy siene(12"X12")	PO.nos-51282 Material not received
71399	15.06.18	1-6	Parking tiles	PO.nos-51246 Material not received
71400	15.06.18	1-3	Steel grey Granite 19mm	PO.nos-51294 Material not received
71401	18.06.18	1	Roff Epoxy Grout	PO.nos-51286 Material not received
71402	18.06.18	1	Jobwork book	Admin to Followup
71405	19.06.18	1	Catridge refilling	PO.nos-51287 Material not received
71406	19.06.18	1-3	Steel grey Granite 19mm thickness	PO.nos-51326 Material not received
71407	20.06.18	1-28	PVC Material	PO.nos-51340,51359 Material not received
71408	20.06.18	1-2	Foot ball ,Basket ball	L/P by srinivas
71409	23.06.18	1-5	Consumables	PO.nos-51406 Material not received
71410	21.06.18	1-4	Main door beeding	PO.nos-51381 Material not received
71411	23.06.18	1	Water proofing	PO.nos-51436 Material not received

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!