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

Company:	Nilgiri Estates	Date:	26.05.18
Site:	Nilgiri Estate	Prepared by:	M.MAHESH
Report From / To	16.12.17 to 26.05.18	Approved by:	Madhusudhan
Report Date	26.05.18		

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
71318	12-05-18	1-2	Dewatering pump	Estimate to be prepare
71322	19-05-18	1-4	Led tv	Online purchase
71328	19-05-18	1	Music system	
71329	19-05-18	1-5	GYM weights	Comparing to Decathlon
71327	19-05-18	1	Coffee table	PO is pending
71328	19-05-18	1	Music system	Po is 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
71053	27.12.17	1	12mm toughen glass with door & Hardware	Supplier is going get the material by Wednesday to finish yoga room purpose
71190	29.3.18	1 to 4	MS Hinges 8"	Ready with supplier, purchase Asst is going to purchase locally
71194	30.3.18	1 to 4	Auto flash urinals Counter top washbasin	Patel enterprises supplier not lifting call
71214	06.04.18	1-4	Steel gray Granite	SSLLP
71235	11.04.18	10	Registers	No stock at SSLLP
71248	14.04.18	1-2	Hexa parking tiles	Supplier is going to send on Wednesday
71252	19.04.18	28-31 & 33,34	CPVC material	No stock at SSLLP
71257	20.04.18	1-8	Sanitary material	SSLLP
71258	20.04.18	1-17	CP material	SSLLP
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
71288	04.05.18	1-18	Sanitary material	SSLLP and Ganesh tubes supervisor to be receive from ganesh tubes
71292	04.05.18	1-18	Sanitary material	SSLLP and Ganesh tubes supervisor to be receive from ganesh tubes supplier
71295	05.05.18	1-5	General material	SSLLP and satyavarapu hardware srinivas have receive it
71297	05.05.18	1-16	Bathroom tiles	PO is pending
71298	07.05.18	1-6	Vermin compost	According to transport we will get this material to site
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)
71300	08-05-18	10 ,17	GI reducer Ball cock grass	Srinivas purchase – asst have receive the material from ganesh tubes
71308	11-05-18	1-2	MS material	Po – no – 50607 Srinivas Asst – to coordinate According to transport we will get this material to site

71309	11-05-18	1-9	Submersible pump and fittings	Po no – 50680 .According to transport we will get this material to site
71310	12-05-18	1	RCC rings	SSLLP
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
71316	12.05.18	1-8	General material	SSLLP
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
71320	19-05-18	1-3	Screws	SSLLP
71322	19-05-18	1-4	Led tv	Online purchase
71323	19-05-18	1-3	Large buners	Po 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	Supplier is not received PO
71326	19-05-18	1-6	TT table	50757 Po is raised mail to supplier
71327	19-05-18	1	Coffee table	PO is pending
71328	19-05-18	1	Music system	Po is pending
71329	19-05-18	1-5	GYM weights	PO 50753 . Po is raised mail to supplier
71330	19-05-18	1-2	AC and chairs	(50717) PO is raised wrongly for measuring tapes instead AC & Chairs .
71331	22-05-18	1	Night latches	PO –no 50779 , supplier is asking to pick from his outlet . please send srinivas
71332	22-05-18	1	Camera	Online purchase
71333	22-05-18	1	Flat files	Po is not raised
71335	22-05-18	1	SS sinks	No stock with SSLLP
71336	22-05-18	1	6 sqmm	Prime engineering PO no – 50777 , Purchase –asst to coordinate with purchase vehicle driver
71337	22-05-18	1-8	Submersible pump & fittings	Po- no 50835 ,Purchase –asst to coordinate with purchase vehicle driver
71338	23-05-18	1	Sadarali grey granite	PO no -50869 SSLLP
71339	23-05-18	1-6	CPVC & GI PVC	SSLLP-po no -50826 & Praful sanitary – po no 50827
71341	25-05-18	1-10	Club house material	PO was not made
71342	25-05-18	1-8	CP material	50883 – SSLLP
71343	25-05-18	1	Sadarali grey granite	Please cancel this requisition , this Req is not raised in cut pieces
71344	25-05-18	1-3	Sadarali grey granite	PO no 50866 SSLLP
71345	26-05-18	1-8	Sanitary material	PO no – 50880 patel ,& po 50884 – SSLLP

71346	26-05-18	1-2	MS square PIPE & 6MM Anchor bolts	50895 po is raised for sq-pipe (dilpreet tubes)
71347	26-05-18	1	Black granite	50894 rajadhani on Monday is going to deliver
71349	29-05-18	1	Wall hanging lights (club house)	PO no – 50885 SSLLP
71350	29-05-18	1-9	Panel doors	PO – no -50898 SSLLP
71351	29-05-18	1	MCCB	PO no – 50908 elegant supplier , Purchase –asst to coordinate with purchase vehicle driver

No. of gate passes issued this week:	nil	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!