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

Company:	Nilgiri Estates	Date:	20.04.18
Site:	Nilgiri Estate	Prepared by:	M.MAHESH
Report From / To	16.12.17 to 20.4.18	Approved by:	Madhusudhan
Report Date	20.04.18		

List of requisitions numbers missing in the report[*]:71219

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[#]
71131	10.04.18	1-2	Ironside oak (green laminate) flase sealing	Estimate to MD

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[$]
71042	18.12.17	4 core cable	2.5 sq mm 4 core cable	Supplier person Copper cable taken return
71053	27.12.17	1	12mm toughen glass with door & Hardware	Received 6 nos of glass door instead of 10 nos . here 4 nos have been fixed
71058	29.12.17	1	Luna DK	19 boxes pending Monday delivery
		3	Luna LT	Monday will shift from BNC
71139	27.2.18	1	SS.Sink	Ready with supplier vehicle send required
71141	27.2.18	1 to 5	Door frame	Making work going on, deliver on wednesday
71148	6.3.18	1	Aquatech machine with fittings	Purchase Asst have pick the material from supplier
71158	9.3.18	2	SWR 3" pipe	PO no - 49203 No stock with supplier
		12	SWR pipe 4"	PO no - 49203 No stock with supplier
71175	21.3.18	1,2	Gate light	Delivery on monday
71177	23.3.18	1 to 9	General material	Delivery on monday
71181	27.3.18	1 to 4	Steel gray granite	Delivery after wednesday
71184	27.3.18	1 to 4	MS Sq Pipe	Delivery on monday
71185	27.3.18	1 to 4	MS Sq Pipe	Delivery on monday
71188	29.3.18	1 to 8	Door frames	Making work going on
71189	29.3.18	1 to 9	Panel doors	Planning according to transport
71190	29.3.18	1 to 4	MS Hinges 8"	Ready with supplier
71193	30.3.18	1 to 11	CP Fitting	PO mail not received
71194	30.3.18	1 to 4	Sanitary material	PO mail not received
71195	31.03.18	29-30	HDPE PIPE	Material is ready with supplier
71203	3.4.18	1	ACCL 3 phase	Supplier is having , purchase asst have to pick the material
71204	3.4.18	1 to 4	Machinery screws	Supplier is having , purchase asst have to pick the material
71206	3.4.18	1 to 3	PVC P-trap	Monday delivery
71210	05.04.18	1	Vitrified tiles	912 tiles boxes received remaining is pending
71211	05.04.18	1-2	New pattern A-Slab Bazar tiles	Supplier is planning to send after a week
71212	05.04.18	1-2	New pattern A-Sandy brown tiles	Supplier is planning to send after a week

71214	06.04.18	1-4	Steel gray Granite	PO mail not received
71216	06.04.18	1	ODM marco beige tiles	Instead this pattern MD.Sir changed maharaja beige
71217	06.04.18	1-2	Fury brown tiles	Planning to get from SSLLP according to transport
71218	07.04.18	1	Fury brown tiles	Planning to get from SSLLP according to transport
71219	07.04.18	1	Cloudy sena tiles	PO not made
71224	07.04.18	1-8	Panel doors	SS hingues & doors received remaining is balance to get it from SSLLP
71231	10.04.18	1-2	Ironside oak (green laminate) flase sealing	
71234	11-04-18	1-2	Coffee powder	Purchase Asst is going to send by tomorrow
71240	13-04-18	1-10	CPVC material	Supplier is asking to arrange transport
71241	13-04-18	1-2	CPVC material	Supplier is asking to arrange transport
71243	13-04-18	1	L angle patti	Supplier is asking to arrange transport
71244	13-04-18	1	Starters	Supplier is asking to come purchase Asst to collect .

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!