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
71327	19-05-18	1	Coffee table	Sample to be purchase online
71328	19-05-18	1	Music system	
71329	19-05-18	1-5	GYM weights	Comparing to Decathion

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 with in 2 to 4 days
71281	30.04.18	1	SS Sink	No stock at SSLLP
71282	02.05.18	2,3,5,6,	Electrical material	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 is going get on Wednesday
71300	08-05-18	10 ,17	GI reducer Ball cock grass	Srinivas purchase – asst have receive the material from ganesh tubes
71304	09-05-18	1	Main door beeding	SSLLP
71308	11-05-18	1-2	MS material	According to transport we will get this material to site
71309	11-05-18	1-9	Submersible pump and	According to transport we will get this

			fittings	material to site
71310	12-05-18	1	RCC rings	SSLLP
71312	14-05-18	1	S trap floor mounted	Patel enterprises supplier not lifting call
71313	14-05-18	1	Sprinklers	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 pending
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
71324	19-05-18	1-2	Cloth hangers & mirror	Purchase Asst to receive from abhinav photo frames supplier
71325	19-05-18	1-4	Hot case	Supplier is not received PO
71326	19-05-18	1-6	TT table	Po is not received
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 is pending
71330	19-05-18	1-2	AC and chairs	PO received wrong from purchase
71331	22-05-18	1	Night latches	PO is not received
71332	22-05-18	1	Camera	Online purchase

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	26/8/18		

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!