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

Company:	Nilgiri Estates	Date:	20-06-2020
Site:	Nilgiri Estates	Prepared by:	Hemalatha
Report From / To	14-06-2020 TO 20-06-2020	Approved by:	Vijay Raj
Report Date	20-06-20		

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	Sl no of Req.	Item Description	Reason for not preparing PO/WO#
72794	04.06.2020	01	SBD ABS Soap Dispenser and Lock	Online Purchase

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Sl no of Req.	Item Description	Details of discussion with supplier$
72764	09.05.2020	2,3	Pavers and Parking Tiles	Supplier is arranging Material
72765	09.05.2020	1,2	Pavers and Parking Tiles	Supplier is arranging Material
72766	09.05.2020	1 to 4	Door Beeding	Material Not available at SSLLP
72777	20.05.2020	1 to 4	Bathroom Tiles	Material available at MPL we will pick up with vehicle
72788	30.05.2020	1,2 to 9	Sliding Windows	Part material delivered Supplier is arranging Material
72795	05.06.2020	1 to 8	Panel Doors	Part material delivered Material Not available at SSLLP
72801	06.06.2020	1 to 2	Nilgiri Trees	Supplier is arranging Material

No. of gate passes issued this week:	02	From No.	1717	To No.	1718
Delivery van site visit on:	17-06-2020, 19-06-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11415	To No.	11426	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair:

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Hemalatha	
Date	20.06.2020	20-06-2020.	

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!

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