

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

Company:	Nilgiri Estates	Date:	04-07-2020
Site:	Nilgiri Estates	Prepared by:	Hemalatha
Report From / To	28-06-2020 TO 04-07-2020	Approved by:	Vijay Raj
Report Date	04-07-20		
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
72823	25.06.2020	01	RMC
72842	30.06.2020	1 to 4	Door Beeding
Reason for not preparing PO/WO#			
Requisition sent to MD's Approval			
Po to be issue			
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
72764	09.05.2020	2,3	Pavers and Parking Tiles
72765	09.05.2020	1,2	Pavers and Parking Tiles
72777	20.05.2020	1 to 4	Bathroom Tiles
72795	05.06.2020	1 to 8	Panel Doors
72819	24.06.2020	1,5 to 10	Sliding Windows
72826	25.06.2020	01	Cement Blocks
72828	26.06.2020	1 to 5	M.S Street Light Poles
72834	27.06.2020	1,7	Grills
72835	27.06.2020	01	Panel Doors
72836	29.06.2020	01	JSW Cement
72838	29.06.2020	01	Hand Gloves
72839	29.06.2020	02	Sliding Windows
Details of discussion with supplier ^s			
Supplier is arranging Material			
Supplier is arranging Material			
Material available at MPL we will pick up with vehicle			
Part material delivered Material Not available at SSSLP			
Material Not available at SSSLP			
Supplier is arranging Material			
Supplier is arranging Material			
Material Not available at SSSLP			
Material Not available at SSSLP			
Part material delivered Material available at SSSLP we will pick up with vehicle			
Supplier is arranging Material			
Material available at SSSLP we will pick up with vehicle			
No. of gate passes issued this week:		02	From No. 1721 To No. 1722
Delivery van site visit on:		29-06-2020,01-07-2020,03-07-2020	
Inward report (MRN/other) & stock report emailed in PDF format to purchase?			Yes
DC register Sl. No. during the week	From No.	11447	To No. 11467
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	<i>[Signature]</i>	Hemalatha	
Date	4/7/2020	4/7/2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!