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

Company:	Nilgiri Estates	Date:	18-07-2020
Site:	Nilgiri Estates	Prepared by:	Bhargavi
Report From / To	12-07-2020 TO 18-07-2020	Approved by:	Vijay Raj
Report Date	18-07-20		

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	Reason for not preparing PO/WO#
72869	16.07.2020	01	Vertified Tiles	Req sent to MD's Approval

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
72777	20.05.2020	1 to 4	Bathroom Tiles	Material available at MPL we will pick up with vehicle
72819	24.06.2020	1,5 to 10	Sliding Windows	Material Not available at SSLLP
72823	25.06.2020	01	RMC	Supplier is arranging Material
72826	25.06.2020	01	Cement Blocks	Supplier is arranging Material
72828	26.06.2020	1 to 5	M.S Street Light Poles	Supplier is arranging Material
72834	27.06.2020	1	Grills	Material Not available at SSLLP
72847	02.07.2020	01	Lights WIPRO	Part Material received material not available at SSLLP
72849	06.07.2020	1 to 5	Gates	Material Not available at SSLLP
72851	07.07.2020	1 to 5	Granite	Material Not available at SSLLP
72856	08.07.2020	1 to 13	Electrical Wires	Material available at SSLLP we will pick up with vehicle
72860	09.07.2020	01	Amar Chitra Katha	Material Not available at Vendor

No. of gate passes issued this week:	01	From No.	1723	To No.	1723
Delivery van site visit on:	10-07-2020, 13-07-2020 , 16-07-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11486	To No.	11504	

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]	Bhargavi	
Date	18/07/20	18/7/20	

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!