

Company:	Nilgiri Estates	Date:	08-08-2020		
Site:	Nilgiri Estates	Prepared by:	Bhargavi		
Report From / To	02-08-2020 TO 08-08-2020	Approved by:	Vijay Raj		
Report Date	08-08-20				
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#	
72893	25.07.2020	01	Alternethra Red	Estimate With MD for approval	
72910	31.07.2020	10	LED Flood Light	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	Details of discussion with supplier ⁵	
72764	09.05.2020	2,3	Pavers and Parking Tiles	Supplier is arranging Material	
72777	20.05.2020	1 to 4	Bathroom Tiles	Part Material delivered material available at Vista we will pick up with vehicle	
72819	24.06.2020	1,5 to 10	Sliding Windows	Part Material delivered Material Not available at SSLLP	
72826	25.06.2020	01	Cement Blocks	Supplier is arranging Material	
72834	27.06.2020	1	Grills	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	
72860	09.07.2020	01	Amar Chitra Katha	Material Not available at Vendor	
72870	16.07.2020	1 to 3	Tiles	We will pick up from sslp	
72872	17.07.2020	1 to 2	Altek Luppum	We will pick up from sslp	
72874	17.07.2020	1 to 2	Altek Luppum	We will pick up from sslp	
72878	20.07.2020	1 to 7	Grills	Material Not available from sslp	
72882	21.07.2020	1	2 HP Starter	Material Available at vendor we will pick up	
72895	27.07.2020	1 to 7	Grills	Material Not available from sslp	
72899	29.07.2020	1 to 8	Sliding windows	Supplier arranging for material	
72900	29.07.2020	1 to 4	MS Grills	Supplier arranging for material	
72901	29.07.2020	01	MS Gate	Supplier arranging for material	
72902	29.07.2020	1 to 2	MS Gate	Supplier arranging for material	
72903	29.07.2020	1 to 6	MS Grills	Supplier arranging for material	
72904	29.07.2020	1 to 4	Sliding Windows	Supplier arranging for material	
No. of gate passes issued this week:	01	From No.	1726	To No.	1726
Delivery van site visit on:	03-08-2020, 04-08-2020, 05-08-2020, 07-08-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11555	To No.	11567	
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair:mono block 3HP pump, open well 2HP pump, 03 sumersble cutter type pumps send to sathish electrical					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date		8/8/20	

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