

Company:	Nilgiri Estates	Date:	14-08-2020
Site:	Nilgiri Estates	Prepared by:	Bhargavi
Report From / To	09-08-2020 TO 14-08-2020	Approved by:	Vijay Raj
Report Date	14-08-20		

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 ⁸
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
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 delivered 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
72877	20.07.2020	1 to 8	Sliding windows	Supplier arranging for material
72878	20.07.2020	1 to 7	Grills	Material Not available from sslp
72894	20.07.2020	1 to 5	Sliding windows	Supplier arranging for material
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
72912	03.08.2020	1 to 2	MS Gates	Supplier arranging for material

No. of gate passes issued this week: 00 From No. 0 To No. 0

Delivery van site visit on: 12-08-2020, 13-08-2020

Inward report (MRN/other) & stock report emailed in PDF format to purchase? Yes

DC register Sl. No. during the week From No. 11568 To No. 11675

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>	<i>[Signature]</i>	
Date	14/08/20	14/8/20	

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