Company:	Nilgiri Estates	Date:	05-09-2020
Site:	Nilgiri Estates	Prepared by:	Bhargavi
Report From / To	30-08-2020 TO 05-09-2020	Approved by:	Vijay Raj
Report Date	05-09-20		

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#

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$
72819	24.06.2020	1,5 to 10	Sliding Windows	Part Material delivered Material Not available at SSLLP
72834	27.06.2020	1	Grills	Part Material received 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	Part Material Delivered Material Not available at ssllp
72894	20.07.2020	1 to 5	Sliding windows	Material Not available at ssllp
72895	27.07.2020	1 to 7	Grills	Part Material delivered Material Not available at ssllp
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
72903	29.07.2020	1 to 6	MS Grills	Part Material delivered Material Not available at ssllp
72910	31.07.2020	01	LED Flood Light	We will pick up from ssllp
72912	03.08.2020	1 to 2	MS Gates	Supplier arranging for material
72918	17.08.2020	1 to 2	Altek Luppum	We will pick up from ssllp
72922	17.08.2020	1 to 16	CP	We will pick up from ssllp
72926	18.08.2020	01	Street Light Pole	Supplier arranging Material
72933	24.08.2020	1 to 6	Parking Tiles	Part Material delivered and Supplier arranging material
72935	25.08.2020	1 to 10	RCC Covers	Supplier arranging material
72936	25.08.2020	1 to 12	Wires	We will pick up from ssllp
72937	31.08.2020	1 to 4	Membranes	Supplier arranging material
72939	31.08.2020	01	Wall care putty	We will pick up from ssllp
72943	31.08.2020	01	Aerolite	We will pick up from ssllp
72945	31.08.2020	1 to 3	PVC	Supplier arranging material

No. of gate passes issued this week:	03	From No.	1727	To No.	1729
Delivery van site visit on:	01-09-2020, 02- 09-2020 , 04-09-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11713	To No.	11720	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: one cutter type pump sent for repair to sathish electrical , 2 sumersable pumps sent for SVR for repair at ranigunj

Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	T. Rahul	Bhoopavi	
Date	5/9/2020	5/9/20	

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 - wDelivery 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!