

Company:	Nilgiri Estates	Date:	03-10-2020
Site:	Nilgiri Estates	Prepared by:	Bhargavi
Report From / To	27-09-2020 TO 03-10-2020	Approved by:	Vijay Raj
Report Date	03-10-20		
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 supplier5			
72860	09.07.2020	01	Amar Chitra Katha
72912	03.08.2020	1 to 2	MS Gates
72958	11.09.2020	01	Dr.Fix it Crack X-Powder
72961	14.09.2020	1 to 6	Grills
72967	15.09.2020	1 to 6	Gates
72972	16.09.2020	01	Vetrified tiles
72983	21.09.2020	01	Birla wall care putty
72984	21.09.2020	01	Panel Board
72985	22.09.2020	01	CP
72986	22.09.2020	1 to 2	Dr.Fix it silicon gel
72987	22.09.2020	01	Aluminium Sliding lader
72991	26.09.2020	01	Drip Irrigation Strainer
No. of gate passes issued this week:		01	From No. 1734 To No. 1734
Delivery van site visit on:		29-09-2020	
Inward report (MRN/other) & stock report emailed in PDF format to purchase?			Yes
DC register Sl. No. during the week	From No.	11783	To No. 11790
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	3/10/20	3/10/20	

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 - 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!