

Company:	Nilgiri Estates	Date:	17-10-2020
Site:	Nilgiri Estates	Prepared by:	Bhargavi
Report From / To	11-10-2020 TO 17-10-2020	Approved by:	Vijay Raj
Report Date	17-10-20		

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*
72860	09.07.2020	01	Amar Chitra Katha	We will pick up from Vendor
72958	11.09.2020	01	Dr.Fix it Crack X-Powder	Material not available at supplier
72977	17.09.2020	01	Trolley	Supplier arranging material
72984	21.09.2020	01	Panel Board	Supplier arranging material
72997	30.09.2020	1 to 3	Tan brown	We will pick up from sslp
72999	05.10.2020	1 to 8	Nipple	Supplier arranging material
175003	07.10.2020	1 to 2	Mirrors	Supplier arranging material
175004	07.10.2020	01	Notice boards	Supplier arranging material
175008	08.10.2020	1 to 3	Screws	We will pick up from sslp
175009	08.10.2020	1 to 4	Main door beading	We will pick up from sslp
175010	08.10.2020	01	Birla wall care putty	We will pick up from sslp
175011	08.10.2020	1 to 2	Steel	Supplier arranging material
175012	09.10.2020	1 to 2	CPVC	We will pick up from sslp
175013	09.10.2020	01	Ball valve	We will pick up from sslp
175016	12.10.2020	01	L-angle frame	We will pick up from sslp

No. of gate passes issued this week: 01 From No. 1740 To No. 1740

Delivery van site visit on: 09-10-2020, 10-10-2020

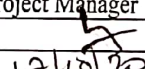
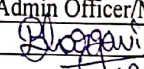
Inward report (MRN/other) & stock report emailed in PDF format to purchase? Yes

DC register Sl. No. during the week From No. 11803 To No. 11807

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			
Date	17/10/20	17/10/20	

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.