Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Nilgiri Estates	Date:	19-12-2020
Site:	Nilgiri Estates	Prepared by:	Kavitha
Report From / To	13-12-2020 TO 19-12-2020	Approved by:	Vijay Raj
Report Date	19-12-2020		

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#
175043	10.11.2020	1	MI CC Camera	Online Purchase
175071	07.12.2020	1 to 9	Sliding Windows	Sent to MD's approval
175074	08.12.2020	1	Patchfixing lock	Sent to MD's approval
175080	09.12.2020	1	SD Memory Card	Sent to MD's approval
175084	14.12.2020	1	MS Frame	Sent to MD's approval
175085	14.12.2020	1 to 13	Eco Drain pipes	Sent to MD's approval

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
175003	07.10.2020	1 to 2	Mirrors	Supplier arranging material
175004	07.10.2020	01	Notice boards	Supplier arranging material
175029	28.10.2020	20	Mesh window	Supplier arranging material
175051	30.11.2020	1 to 4	M.S Grills	Supplier arranging material
175052	30.11.2020	1 to 4	Sliding Windows	Supplier arranging material
175057	28.11.2020	1 to 2	ACE & OBD	We will pick up from ssllp
175069	07.12.2020	1 to 9	Pannel Doors	We will pick up from ssllp
175072	14.12.2020	1 to 6	M.S Grills	We will pick up from ssllp
175073	07.12.2020	1	Gate Lights	We will pick up from ssllp
175083	12.12.2020	1 to 2	Urea & D.A.P	Supplier arranging material

No. of gate passes issued this week:	2604	From No.	2605	To No.	02
Delivery van site visit on:	16-12-2020 & 19-12-2020				
Inward report (MRN/other) & stock report emailed in PDF format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11891	To No.	11906	

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	19/12/2020		

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!

Certified by:

Project Manager
Nilgiri Estates