

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

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

**Project Manager
Nilgiri Estates**

Company Name: Nilgiri Estates
Project Name: Nilgiri Estate

Site Bills and D.C.'s Inward/Outward Register

Inward	Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to Sign	Admin sign.
6/7/21	11:02	12187	DC	29.	6/7/21	22648	6/7/21	Green Belt Services	Security	Security	Security	6/7/21	16:00	Security	Security	Security
7/7/21	17:08	12188	Invoice	292	7/7/21	22650	7/7/21	Radul Sanitary	Security	Security	Security	7/7/21	17:00	Security	Security	Security
"	"	12189	DC	15481	7/7/21	22651	7/7/21	SSLP	"	"	Security	7/7/21	18:00	Security	Security	Security
"	"	12190	"	15479	7/7/21	22652	7/7/21	"	"	"	Security	8/7/21	14:00	Security	Security	Security
"	"	12191	"	15480	7/7/21	22653	7/7/21	"	"	"	Security	8/7/21	14:00	Security	Security	Security
"	"	12192	"	15483	7/7/21	22654	7/7/21	"	"	"	Security	8/7/21	15:00	Security	Security	Security
"	"	12193	"	15484	7/7/21	22655	7/7/21	"	"	"	Security	9/7/21	14:00	Security	Security	Security
"	"	12194	"	15485	7/7/21	22656	7/7/21	"	"	"	Security	9/7/21	14:30	Security	Security	Security
"	"	12195	"	15486	7/7/21	22657	7/7/21	"	"	"	Security	9/7/21	14:30	Security	Security	Security
"	"	12196	"	15487	7/7/21	22658	7/7/21	"	"	"	Security	"	"	Security	Security	Security
"	"	12197	"	15488	"	22659	"	"	"	"	Security	"	"	Security	Security	Security
15/7/21	13:57	12198	DC	15621	15/7/21	22661	15/7/21	SSLP	Security	Security	Security	15/7/21	15:30	Security	Security	Security
"	13:57	12199	DC	15617	"	22662	"	SSLP	Security	Security	Security	"	"	Security	Security	Security
"	"	12200	"	15618	"	22663	"	"	"	"	Security	"	"	Security	Security	Security
"	"	12201	"	15622	"	22664	"	"	"	"	Security	"	"	Security	Security	Security