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

Site: Nilgiri Estates Prepared by: Sadhana  Report From / To 15-08-2021 to 21-08-2021 Approved by: Akheel  Report Date 23-08-2021  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 Serial no of item in Req Reason for not preparing PO/WO item in Reason for not preparing PO/WO item in Reason for not preparing PO/WO item Reason for not prepared and items have not been received at site beyond the lead time:  Season for not prepared and items have not been received at site beyond the lead time:  Season for not prepared and items have not been received at site beyond the lead time:  Season for not prepared and items have not been received at site beyond the lead time:  Season for not prepared and items have not been received at site beyond the lead time:  Season for not prepared and	Company: Nilgir		Viloiri I	i Estates I			Date:		23-08-2021	23-08-2021		
Report From / To									Sadhana			
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Items not ordered but received:		17-08-2	17-08-2021 , 19-08-21									
	Inward repor	t (MRN/oth	ier) & s	stock report ema	iled in pdf	format	to purchase	e?			Yes	
Other corrections & remarks	Items not ord	lered but rec	ceived:									
Outer corrections & remarks:	Other correct	tions & rema	arks:									
Details of steel & cement stock Cement bags at site: 83 bags		el & cemen	t stock	Cemer	nt bags at si	te: 83	bags					
;pSl. No Tor size Wt per mtr Wt. for 12 mtr Stock at site Stock at site in Previous stock in Kgs	;pSl. No	Tor size				2 mtr					Previous stock in Kgs	
kgs rod – kgs – no of rods Kgs					rod – kgs		– no of ro	$\overline{}$				
1. 8mm .395 4.74 nil												
								_	nil			
3.   12mm   .89   10.68   nil												
		10.0										
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6. 25mm 3.86 46.32 nil												
7. 32mm 6.32 75.84 nil 8. Binding wire nil			uino.	6.32		/3.84						
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OPC stock OPC last PPC/PSC PPC/PSC last weeks stock stock weeks stock	OF C SLOCK											
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Date 23-08-2				23-08-	-21					$\vdash$		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashaua@modiproperties.com">ashaua@modiproperties.com</a> and <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a> on every Saturday. 3 Admin offices shall not leave the site without ompleting 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!

Certified by:

Project Manager
Nilgiri Estates