

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

Company:	Nilgiri Estates	Date:	23-10-2021			
Site:	Nilgiri Estates	Prepared by:	Sadhana			
Report From / To	17-10-2021 TO 23-10-2021	Approved by:	Akheel			
Report Date	23-10-2021					
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	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	Serial no of item in Req.	Item Description	Details of discussion with supplier		
175325	20-7-2021	01	Solar module	We will discuss with supplier he will arranging the material ASAP		
175394	08-10-2021	01	Earth pits	We will pick up from the Praful sanitary		
175402	14-10-2021	01 To 04	Flat patti, Square rods, Square pipe	We will discuss with supplier he will arranging the material.		
Delivery Van Site Visit on :		21-10-2021, 22-10-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
Items not ordered but received:		Nill				
Other corrections & remarks:						
Details of steel & cement stock Cement bags at site:25 bags						
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74		nil	
2.	10mm	.617	7.404		nil	
3.	12mm	.89	10.68		nil	
4.	16mm	1.58	18.96		nil	
5.	20mm	2.47	29.64		nil	
6.	25mm	3.86	46.32		nil	
7.	32mm	6.32	75.84		nil	

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 must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

Certified by:

Project Manager
Nilgiri Estates