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

Company:	Nilgiri Estates	Date:	06-11-2021
Site:	Nilgiri Estates	Prepared by:	Sadhana
Report From / To	31-10-2021 to 06-11-2021	Approved by:	Akheel
Report Date	06-11-2021		

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
175409	26-10-2021	01	Cement bags	Requisition 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	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
175411	30-10-2021	01	Steel Grey Granite	We will pick up from the SSLLP
175413	02-11-2021	01	Mortise Locks	We will pick up from the SSLLP
175416	02-11-2021	01 To 08	Sanitary	We will pick up From the SSLLP

Delivery Van Site Visit on :	01-11-2021 , 05-11-2021
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 site10 bags

;pSl. 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