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

Company:	Nilgiri Estates	Date:	01-01-2022
Site:	Nilgiri Estates	Prepared by:	Sadhana
Report From / To	27-12-2021 to 01-01-2022	Approved by:	Akheel
Report Date	01-01-2022		

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
175439	22-11-21	01 to 17	CP Fittings	Partially Received
175453	15-12-2021	01 to 13	Electrical Wires	Partially Received
175455	17-12-2021	01 , 02	Window Grills	We will pick up from the SSLLP
175460	22-12-2021	01	Birla Wall care putty	Partially Received
175462	23-12-2021	01 , 02	Rod Cutting Blades	We will pick up from the Supplier

Delivery Van Site Visit on : 29-12-21 & 30-12-21.

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 07 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