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

Company: Ser		Serene	erene construction llp			:	1	15-10-2022				
Site: Seren		Serene		Prepared by:			CH.CHANDRASHEKAR REDDY					
			2022 to 14-10-20	Approved by:			Syed golam sarwar					
Report Date		15-10-	2022									
	itions nur	issing in the repo	ort*:		*							
List of requisitions where PO/WO not prepared 3 working days after requisition:												
Req No.	Req	Date	Serial no of		Item Description			Reason for not preparing PO/WO#				
			item in Req									
-	-							-				
									-,			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:												
Req No.	Req No. Req Date		Serial no of		Item Description			Details of discussion with supplier <sup>\$</sup>				
150655	11 10 22		item in Req.		nables material			Supplier is arranging material				
	11-10-22						Supplier is arranging material					
150654	11-10	-22	Sports ma			ıl		Supplier is arranging material				
				_							•	
No of goto no	acces icen	uu alee	N. I	NUL Branch			Tol	T -				
No. of gate passes issued this week:  Delivery van site visit on:				Nil	Nil From No. 20-09-2022				NO.			
		ed in pdf format to purchase?			Yes / No							
Items not ordered but received:				med in pur i		to purchase.				1007110		
Other corrections & remarks:												
Details of steel & cement stock												
Sl. No	Tor size		Wt per mtr	Wt. for 12 mtr		Stock at site	Stock at site in		ı	Previous stock in Kgs		
			kgs	rod – kgs		- no of rods Kg		Κgs				
1.	8mm		.395	4.74		-	-		-			
2.	10mm		.617	7.404			· -		-			
3.	12mm		.89	10.68		-	-			-		
4.	16mm		1.58	18.96		-	ı <b>-</b>			-		
5.	20mm		2.47	29.64		-	-			-		
6.	25mm		3.86			-	-			-		
7.	32mm		6.32	75.84		-	-	-		-		
8.	Binding	wire		-								
OPC stock	nil		OPC last	nil		PPC/PSC	nil	nil		PPC/PSC last nil		
		weeks stock			stock				eks stock			
Details			Project Manager			Admin Office	nager	Admin Audit				
Sign						4.						
Date National & Sanda and Galactic Control					2.0							

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>, ashaiya@modiproperties.com and rajkumarn@modiproperties.com 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!



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

Company:		MODI FARM HOUSE(HYD)			Date	ite; 15-		10-2020	)-2020			
		e farms	Prep	Prepared by:		CH.CHANDRASHEKAR REDDY						
Report From / To 08-10		08-10	0-2022 to 14-10-2022			Approved by:		Syed golam sarwar				
Report Date 15-10		0-2022		1.77			SJOS BIJAM SALVA					
List of requi	sitions n	umbers	missing in the rep	ort*:	1		1					
List of requi	sitions v	here PO	/WO not prepare	d 3 workir	o davs	after requisition	n'					
Req No.	Req No. Req Date		Serial no of item in Req		Item Description			Reason for not preparing PO/WO				
								-				
List of requir	iitions w	here PO	/WO is prepared	nnd (4								
Req No.	R	q Date	/WO is prepared Serial no of	and items	nave no	ot been received	at site b	eyond t	he le	ead time:		
1104 1107	Red Da		item in Req.	Item Description				Details of discussion with supplier <sup>5</sup>				
			77									
No. of gate p	asses is	sued this	week:		From No.			Vo.				
Delivery van site visit on:							9-2022	10,				
Inward repor	t (MRN	other) &	stock report em	format to purchase?			Yes / No					
Items not ord	lered bu	receive	d:	,		<b>,</b>				1037110		
Other correct												
Details of ste			:k									
Sl. No			Wt per mtr	mtr Wt. for 12		2 mtr Stock at site		Stock at site in		Previous stock in Vas		
			kgs	rod – kgs		- no of rods	Kgs		n Previous stock in Kgs			
1.	8mm		.395	4.74		-	-			-		
2.	10mm		.617	7.404		-	-			-		
3.	12mm		.89		10.68	-	-			-		
4.	16mm		1.58		18.96	-	-			-		
5	20mm		2.47	29.64		-	-			-		
6.	25mm		3.86		46.32	-	-		-			
7.	32mm		6.32		75.84	-	-					
8.	Bindin	g wire										
OPC stock	nil		OPC last weeks stock	nil		PPC/PSC stock	nil	-		PPC/PSC last nil weeks stock		
Details		Project Manager			Admin Office	r/Manao	ager Admin Audit					
Sign		, , ,				anag	,01	Au	mm Augit			
Date										· · · · · · · · · · · · · · · · · · ·		

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