

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

Company:	Serene construction llp	Date:	07-12-19
Site:	Serene farm	Prepared by:	Syed Golam Sarwar
Report From / To	Site to Purchase	Approved by:	Syed Golam Sarwar
Report Date	07-12-19		
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 ^s
94252	18-12-18	4	MOCCASIN TILES
94253	18-12-18	1	Rosso tiles
94248	18-12-18	3	Classic antico floor tiles
94376	20-03-19	1 & 3	Grills
150026	03-09-19	1 to 9	Al Sliding Windows
150086	06-11-19	5	Adonil-06 Nos Pending
150104	26-11-19	11	Eco drain pope materials
150105	26-11-19	1,2,3,4 and 8,9	WPC door frame
150107	27-11-19	1 & 3	40ams isolator
150108	27-11-19	1 & 2	Chicken mess
150109	28-11-19	1 & 2	Bombay nails
150110	29-11-19	1	Tan brown granite
150111	29-11-19	1	Sink
150112	29-11-19	1 and 2	White cement
150113	02-12-19	1	GI WIRE
150114	02-12-19	1 TO 9	CU MULTISTAND WIRE
150115	02-12-19	1	TUBE LIGHT
150116	02-12-19	1 and 2	Brooms
150117	02-12-19	1 & 2	Tile groute
150119	04-12-19	1	French door
150120	04-12-19	1	Register
150121	05-12-19	1	Sprinkler
150122	06-12-19	1 to 4	Wpc door shutter
15023	06-12-19	1,4,7,11,19,23,30,42	Plumbing pvc materials
No. of gate passes issued this week:			
		Form No.	To No.
Delivery van site visit on:		27-11-2019	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	4686	To No. 4697
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks:			

Certified by:

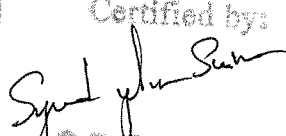
Syed Golam Sarwar

S. P. ENGINEER

Modi Farm House (Hyd) L.L.P.

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	07-12-19	07-12-19	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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:

 S.R. ENGINEER
 Modi Farm House (Hyd) LLP