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

Company:	Serene construction llp	Date:	14-12-19
Site:	Serene farm	Prepared by:	Syed Golam Sarwar
Report From / To	Site to Purchase	Approved by:	Syed Golam Sarwar
Report Date	14-12-19		

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$
94252	18-12-18	4	MOCCASIN TILES	110 nos box pending
94253	18-12-18	1	Rosso tiles	56 nos box pending
94248	18-12-18	3	Classic antico floor tiles	(PO-55314)74 no box pending
94376	20-03-19	1 & 3	Grills	Supplier arranging for materials
150026	03-09-19	1 to 9	Al Sliding Windows	Supplier arranging for materials
150086	06-11-19	5	Adonil-06 Nos Pending	Supplier arranging for materials
150104	26-11-19	11	Eco drain pope materials	2 nos pending
150105	26-11-19	1,2,3,4 and 8 ,9	WPC door frame	Supplier arranging for materials
150107	27-11-19	1 &3	40ams isolator	Supplier arranging for materials
150108	27-11-19	1 & 2	Chiken mess	Supplier arranging for materials
150109	28-11-19	1 & 2	Bombay nails	Supplier arranging for materials
150110	29-11-19	1	Tan brown granite	Supplier arranging for materials
150111	29-11-19	1	Sink	Supplier arranging for materials
150112	29-11-19	1 and 2	White cement	Supplier arranging for materials
150113	02-12-19	1	GI WIRE	Supplier arranging for materials
150114	02-12-19	1 TO 9	CU MULTISTAND WIRE	Supplier arranging for materials
150115	02-12-19	1	TUBE LIGHT	Supplier arranging for materials
150116	02-12-19	1 and 2	Brooms	Supplier arranging for materials
150117	02-12-19	1 & 2	Tile groute	Supplier arranging for materials
150119	04-12-19	1	French door	Supplier arranging for materials
150120	04-12-19	1	Register	Supplier arranging for materials
150121	05-12-19	1	Sprinkler	Supplier arranging for materials
150122	06-12-19	1 to 4	Wpc door shutter	Supplier arranging for materials
150123	06-12-19	1 ,4,7,11,19,23,30,42	Plumbing pvc materials	Supplier arranging for materials
150125	10-12-19	1	Barbed wire	Supplier arranging for 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.	4730	To No	4738
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				

Certified by:

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	14-12-19	14-12-19	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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:

Syed Golam Sarwar

S.R. ENGINEER

Modi Farm House (Hyd) LLP