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

Site:   Serene Farm	Company: Ser		erene construction llp D			Dat	te: 21-12-19					
Report From	Site: Ser		erene									
Report Date			te to	Purchase								
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   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.   Details of discussion with Supplier*						• • •						
List of requisitions where PO/WO not prepared 3 working days after requisition:   Req No.   Req Date   Serial no of item in Req   Req No.   Req Date   Serial no of item in Req   Req No.   Req Date   Serial no of item in Req.   Details of discussion with Req.   Details of discussion with Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier arranging for materials   Supplier arranging for materials												
Req No.   Req Date   Serial no of item in   Req   Req Down	List of requisitions numbers missing in the report:											
Req No.   Req Date   Serial no of item in   Req   Req Down	List of requisitions where PO/WO not prepared 3 working days after requisition:											
Description   Req No.   Req Date   Serial no of item in Req.   Req No.   Req Date   Serial no of item in Req.   Req.   Details of discussion with Supplier   Supplier arranging for materials   Supplie	Req No.   Req Date		ate	Serial no of item in		Item Description		Reason for not preparing				
Ned   No.   Red   Serial no of item in Req.   Serial no of item in Req.   Supplier serial	List of requisitions where PO/WO is prepared and items have not been received at sit										e lead time:	
Req.   Supplier	Req No.	Req Da	Date   Serial no of item in		m in	Item Description			Details of discussion with			
94252   18-12-18   4   MOCCASIN TILES   110 nos box pending   94252   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   Supplier arranging for materials   150086   06-11-19   5   Adonil-06 Nos Pending   Supplier arranging for materials   150098   25-11-19   1,5&6   Z-angle templates   Supplier arranging for materials   150104   26-11-19   1   Eco drain pipe materials   Supplier arranging for materials   150110   29-11-19   1   Tan brown granite   Supplier arranging for materials   Suppl												
94248   18-12-18   3						MOCCA	MOCCASIN TILES					
94376   20-03-19   1 & 3   Grills   Supplier arranging for materials				1								
94376   20-03-19   1 & 3   Grills   Supplier arranging for materials	94248	18-12-1	8	3		Classic antico floor tiles		(PO-55314)74 no box				
94376   20-03-19   1 & 3   Grills   Supplier arranging for materials												
150098   25-11-19   1,5&6   z-angle templates   Suppler arranging for materials										Supplier arranging for		
150098						Adonil-06 Nos Pending			Supplier arranging for			
150104   26-11-19   11				1,5&6		z-angle templates						
150110   29-11-19   1	150104	26-11-1	9	11								
150113   02-12-19   1   GI WIRE   Supplier arranging for materials	150110	29-11-1	9	1					Supp	oplier arranging for		
150119	150113	02-12-1	9	1		GI WIRE			Supplier arranging for			
150120   04-12-19   1   Register   Supplier arranging for materials   No. of gate passes issued this week:   Form No.   To No.   Delivery van site visit on:   20-12-2019   Supplier arranging for materials   Supplier arrangi	150119	04-12-1	9	1	French do		oor		Supplier arranging for			
150121   05-12-19   1   Sprinkler   Supplier arranging for materials	150120	04-12-1	9	1		Register			Supplier arranging for			
150125   10-12-19   1   Barbed wire   Supplier arranging for materials	150121	05-12-19	9	1		Sprinkler			Supplier arranging for			
To No. of gate passes issued this week:   Form No.   To No.	150125	10-12-19	9	1		Barbed wire			Supplier arranging for			
No. of gate passes issued this week:  Delivery van site visit on:  Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes  DC register Sl. No. during the week  From No.  Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details  Project Manager  Admin Officer/Manager  Sign Syed.Golam Sarwar  M.Mahesh  Date  14-12-19  Ito No.  Admin Admin Audit Officer/Manager	150126	14 12 10		1				materials				
No. of gate passes issued this week:  Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes  DC register Sl. No. during the week  From No.  Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details  Project Manager  Admin Officer/Manager  Sign Syed.Golam Sarwar  M.Mahesh  Date  14-12-19  To No.  Admin Admin Audit  M.Mahesh  14-12-19	150120	14-12-13	9	i		rescues grass						
Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  DC register Sl. No. during the week  From No.  Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details  Project Manager  Admin Officer/Manager  Sign Syed.Golam Sarwar  M.Mahesh Date	No. of gate passes issued this week.					Form Ma						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?  PC register Sl. No. during the week  From No.  Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details  Project Manager  Admin Officer/Manager  Sign Syed.Golam Sarwar  M.Mahesh Date  14-12-19  Yes  Yes  Admin Admin Audit Admin Audit								20.1	2 2010			
DC register Sl. No. during the week From No. To No  Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details Project Manager Admin Officer/Manager  Sign Syed.Golam Sarwar M.Mahesh  Date 14-12-19 14-12-19	Inward report (MRN/other) & stock report emailed in adf format to man 1 - 2											
Items not ordered but received:  Items sent to HO /vendor that are pending for repair:  Other corrections & remarks:  Details Project Manager Admin Officer/Manager  Sign Syed.Golam Sarwar M.Mahesh  Date 14-12-19 14-12-19												
Items sent to HO /vendor that are pending for repair:       Other corrections & remarks:     Admin Officer/Manager       Details     Project Manager     Admin Officer/Manager       Sign     Syed.Golam Sarwar     M.Mahesh       Date     14-12-19     14-12-19										10 No		
Other corrections & remarks:       Details     Project Manager     Admin Officer/Manager       Sign     Syed.Golam Sarwar     M.Mahesh       Date     14-12-19     14-12-19												
DetailsProject ManagerAdmin Officer/ManagerAdmin AuditSignSyed.Golam SarwarM.MaheshDate14-12-1914-12-19	Other comest	ong Prese	or tha	u are pending fo	r repai	ır:						
Sign         Syed.Golam Sarwar         M.Mahesh           Date         14-12-19         14-12-19												
Sign         Syed.Golam Sarwar         M.Mahesh           Date         14-12-19         14-12-19									ager			
17-12-17								M.Mahesh				
								14-12-19				

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 <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a> 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:

G. Siva prasad

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