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

Company:	Serene construction llp	Date:	21-12-19
Site:	Serene farm	Prepared by:	G.SIVA PRASAD
Report From / To	Site to Purchase	Approved by:	G.SIVA PRASAD
Report Date	21-12-19		

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
150086	06-11-19	5	Adonil-06 Nos Pending	Supplier arranging for materials
150098	25-11-19	1,5&6	z-angle templates	Suppler arranging for materials
150104	26-11-19	11	Eco drain pipe materials	2 nos pending
150110	29-11-19	1	Tan brown granite	Supplier arranging for materials
150113	02-12-19	1	GI WIRE	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
150125	10-12-19	1	Barbed wire	Supplier arranging for materials
150126	14-12-19	1	Fescues grass	Supplier arranging for materials

No. of gate passes issued this week:	Form No.		To No.	
Delivery van site visit on:	20-12-2019			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			
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	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:
G. Siva Prasad
S.R. ENGINEER
Modi Farm House (Hyd) LLP