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

Site Serene farm	Company:	Set	rene	construction llp		Date:		28-12-	19	
Report From / To Report Date 28-12-19 List of requisitions numbers missing in the report : 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 Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Req Date Serial no of item in Req No. Supplier Supplier Supplier PolyNO* PolyNO* No. Supplier PolyNO*						Prepared by:		G.SIVA PRASAD		
Report Date	01001					Approved by:		G.SIVA PRASAD		
Report Z8-12-19	100poit 1 Tollie									
List of requisitions numbers missing in the report		28-	-12-1	9						
List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Serial no of item in Req No. Req Date Serial no fitem in Req. Details of discussion with Supplier	List of requis				:					
Req No.	List of requis	itions wh	ere I	PO/WO not prepared 3	working	days aft	er requisitio	n:		
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 Supplier arranging for materials Sup				Serial no of item in Item De		m Descri	ription Reason to		PO/WO [#]	
Req No. Req Date Serial no of item in Req. Supplier Supp	List of requis	itions wh	ere I	PO/WO is prepared and	items h	ave not b	een received	d at site	beyond the lead time	
94252 18-12-18				Serial no of item in	Item Description		Details of discussion with			
18-12-18 1	04252	18-12-			MOCCASIN TILES					
94248 18-12-18 3								56	nos box pending	
150086 06-11-19 5							oor tiles	(PO-55314)74 no box		
150008 25-11-19 1,5&6 z-angle templates Suppler arranging for material	94376	20-03-19		1 & 3			Supplier arranging for materials			
150104 26-11-19 11 Eco drain pipe materials Supplier arranging for materials	150086	06-11-1	19	5	Adonil-06 Nos Pending			materials		
Tan brown granite Supplier arranging for materials	150098	25-11-1	19	1,5&6	z-angle templates					
150110	150104	26-11-1	19	11	Eco drain pipe materials					
150120 04-12-19 1 Register Supplier arranging for materials		29-11-1	19	1	Tan brown granite		materials			
150121 05-12-19 1 Sprinkler Supplier arranging for materials	150119	04-12-1	19	1	French door			materials		
150131 23-12-19 1 MDF Boards Supplier arranging for materials	150120	04-12-	19	1	Register		materials			
Total Tota	150121	05-12-	19	1	Sprinkler			materials		
150132 23-12-19 1 to 3 Painting Materials Supplier arranging for materials	150130	20-12-	19	2,3	Panel Doors			materials		
150133 23-12-19 1 Steel Supplier arranging for materials	150131	23-12-	19	1	MDF Boards		materials			
To No. of gate passes issued this week: Form No. To No.	150132	23-12-	19	1 to 3 k	Painting Materials		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? Progresser Sl. No. during the week From No. 4757 To No 4774 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 Contact of the stock of the contact of the stock of the contact of the cont	150133	23-12-	19	1				materials		
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. 4757 To No 4774 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	150134	23-12-	19	2 to 9				materials		
Inward report (MRN/other) & stock report emailed in pdf format to purchase? DC register Sl. No. during the week From No. 4757 To No 4774 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	No. of gate p	oasses iss	ued	this week:						
Inward report (MRN/other) & stock report emailed in pdf format to purchase? DC register Sl. No. during the week From No. 4757 To No 4774 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	Delivery var	ı site visi	t on:							
DC register Sl. No. during the week From No. 4757 To No 4774 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	Inward repo	rt (MRN/	othe	r) & stock report email	ed in pdi	f format t	o purchase?		Yes	
Items sent to HO /vendor that are pending for repair: Other corrections & remarks: Admin Officer/Manager Admin Admin Admin Admin Admin Admin Admin Admin Audit Sign Syed.Golam Sarwar M.Mahesh	DC register	Sl. No. di	uring	the week					To No 4774	
Other corrections & remarks: Details Project Manager Admin Officer/Manager Sign Syed.Golam Sarwar M.Mahesh										
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Sign Syed.Golam Sarwar Officer/Manager Sign Syed.Golam Sarwar M.Mahesh	Other correct	ctions & r	ema	rks:					1	
00 10 10	Details		Project Manager			Officer/Manager		nager	Admin Audit	
00.10.10	Sign		Sye	d.Golam Sarwar						
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to	Date		28-	12-19			28-12-19			

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