

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

Company:	Serene construction llp	Date:	11-01-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	Site to Purchase	Approved by:	Syed.Golam Sarwar
Report Date	11-01-2020		
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
150086	06-11-19	5	Adonil-06 Nos Pending
150104	26-11-19	11	Eco drain pipe materials
150110	29-11-19	1	Tan brown granite
150119	04-12-19	1	French door
150121	05-12-19	1	Sprinkler
150132	23-12-19	1 to 3	Painting Materials
150135	30-12-19	1	Spacers
150138	03-1-20	1	Cement Solid Blocks
150142	04-1-20	1,2	Recon& Plasticizer
150143	04-1-20	3,4	Blue & Red Ball Point pens
150144	02-1-20	1	Cement Bags
150145	07-01-20	1 to 4	Cleaning Material
150146	10-1-20	2,5,10,11	CPVC Material
150147	10-1-20	1	Tourch Lights
No. of gate passes issued this week:		Form No.	To No.
Delivery van site visit on:		07-01-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	4814	To No. 4836
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	11-01-2020	11-01-2020	

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

Certified by:

Mahesh

Admin Office:

Modi Farm House (Hyd) LLP