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

Company:	Serene construction llp	Date:	25-01-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	Site to Purchase	Approved by:	Syed.Golam Sarwar
Report Date	25-01-2020		

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$
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
150119	04-12-19	1	French door	Supplier arranging for materials
150154	21-01-20	2 to 16	Eco drain Pipe & materials	Supplier arranging for materials
150156	21-01-20	1 to 3	Mopping & Brooms	Supplier arranging for materials
150158	23-01-20	1	Bleaching powder	Supplier arranging for materials
150159	25/01/20	1	3 Core 320 Cable	Supplier arranging for materials

No. of gate passes issued this week:		Form No.		To No.	
Delivery van site visit on:	22-01-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	4855	To No	4871	

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	25-01-2020	25-01-2020	

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!