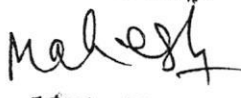


Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Date	If material is not delivered - is delay justified?
150262	10/06/20	Hammer Drill Machine	Under Estimate		
150231	13/05/20	MS Grills	Supplier arranging for materials		
150246	20/05/20	Marble Cutting Machine	Cancelled		
150259	03/06/20	WC Washer	Stock with supplier, pick it from there		
150263	12/06/20	Club House Maintenance Materials	Stock at SSLP, pick it up from Stores.		

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

Company:	Serene construction llp	Date:	13-06-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	08-06-2020 to 13-06-2020	Approved by:	Syed.Golam Sarwar
Report Date	13-06-2020		
List of requisitions numbers missing in the report :			
List of requisitions where PO/WO not prepared 3 working days after requisition: NIL			
Req No.	Req Date	Serial No of item in Req	Item Description
150262	10-06-20	1	Hammer Drill Machine
			Reason for not preparing PO/WO
			PO is not prepared in Schedule time
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
150231	13-05-20	1 to 9	Black Powder Coated MS- Grills
150246	20-05-20	1	Marble Cutting machine
150259	03-06-20	1	WC Washer
150263	12-06-20	1,2,3	Club house maintenance material
			Details of discussion with Supplier
			Supplier arranging for materials
			PO to be issue
			04 nos Pending only
			Supplier arranging for 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?			
DC register Sl. No. during the week	From No.	To No.	Yes
Items not ordered but received:	5073	5104	
Items sent to HO /vendor that are pending for repair: NIL			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	13-06-2020	13-06-2020	

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

Admin Office,
Modi Farm House (Hys) LLP