Prepared by:		T.D. Murthy			
Date:	İ	25/06/2020			
Site:		Serene Constructions LLP			
		COURT GOLDES EET		Date	
Requisition No	Date	Material Desescription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is dela
150231		MS Grills	Supplier arranging for materials	delivered?	justified?
150259		WC Washer	Stock with supplier, pick it from there		
150262	10/06/20	Hammer Drill Machine	Hold by M.D.		ļ
150263	12/06/20	Club House Maintenance Materials	Delivered DC no. 9955, dtd. 24/06/2020		<u> </u>
150264		TAAC - 90	Delivered DC no. 9956 & 5134, dtd. 24/06/2020		ļ
150269	15/06/20	Hand Sanitizor	Delivered DC no. 9954, dtd. 24/06/2020		ļ
150270	17/06/20	Concealed Flush Tank	Delivered DC no. 9960, dtd. 24/06/2020		
150273	19/06/20	Rain Coat & Umbrella	Delivered DC no. 1394, dtd. 22/06/2020		
			1374, dtd. 22/00/2020		
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Remarks from site on the 'Requisition by Site Report' of purchase division

C			on the Ke	equisition by	/ Site Report' of	f purchase division	
Company	:	Sere	ne construction Iln			<u> </u>	
	Ser		rene farm		Date:	20-06-2020	
Report Fro	om /	15-0	06-2020 to 19-06-2020		Prepared by:	M Mahash	
To			06 2022		Approved by:	IVIAIICSII	
Report Da	ite	20-0				Syed.Golam Sarwar	
List of rec	Illigitions						
List of req	uisitions	When	a DOWN	ort :			
		WHELE	PO/WO not prepared	d 3 working	days after requ		
Req No.	Req Date		ers missing in the report: PO/WO not prepared 3 working days after requisition: NIL				
1	1 1		I TO OI ILUII II	n Iten	n Description		
List of requisitions		da	Req		Description	Reason for not preparing	
Reg No	Dog Pag	where	PO/WO is prepared a	ind items have	re not h	PO/WO	
	Ved 1	Date	Serial no of item in	Item	Parisition rece	Reason for not preparing PO/WO eived at site beyond the lead time:	
150231	12.0		Req.	1011	Description	Details of discussion with	
150251	13-05	5-20	1 to 9	Block I		Sunnlier	
150259			*	Diack F	Powder Coated	Supplier arranging for	
130239	03-06-	-20	1	- M	IS- Grills	materials	
150262	+			Wo	C Washer	04 nos Pending only	
130202	10-06-	-20	1	+ 77.		or hos reliding only	
150060				Hammer	Drill Machine	PO is not prepared in	
150263	12-00-20		1,2,3			o is not prepared in	
150051			ک و صور ۵	Club hous	se maintanence	Incomplete Motorial	
150264	13-06-2	20	1	m	naterial	Incomplete Material received in the site	
			1	TAA	AC - 90(790	
150269	15-06-2	20		Trichlord	oacetic Acid)	Supplier arranging for materials	
1700			1	Hand	Sanitizor		
150270	17-06-2	.0	1			Supplier arranging for materials	
150000			1	Concealed	d Flush Tank	materials a954,	
150273	19-06-20		1,2			Supplier arranging for materials Supplier arranging for	
o of cota			1,2	Rain Coats	s & Umbrella	I materials	
o. of gate pas	sses issue	ed this	week:		Nil Supplier arranging for materials		
Delivery van site visit on: award report (MRN/other) & stock report emailed C register Sl. No. during the week Ems not ordered but received.				Nil	Form No.	Supplier arranging for materials 1394 224	
waru report (MRN/otl	her) &	stock report on ''		17-0	Nil	
C register Sl.	No. duri	ng the	week week	in pdf forma	it to nurchase?	6-2020	
ms not ordere	ed but re	ceived	d. Fro	om No.	5077	103	
TIS SCIIL IU HI	1 /stom J		0mg 1'		3077	To No 5108	
her correction	is & rem	arke.	d: are pending for repair:	: NIL		7 7100	
tails	Pro	vient N					
	110	Ject IV	Manager		T		
n	Sye	10.1		Admin		Admin A. II	
e	20	a.Gol	lam Sarwar	Officer/Manager		Admin Audit	
: 1. * Send a c	Ony of the	06-202	20		M.Mahesh	80.	
a@modiproperti	ies.com an	missing	g requisitions to Purchase	i	20-06-2020	to purchase@modiproperties.com,	
eting this report.	4. Ensure	that in	g requisitions to Purchase marn@modiproperties.com oward numbers are written op DCs / bills, 6. Report to be	on every C	. Send this report	to	
5. Mention PC) & MRN;	no. on I	vard numbers are written o	n the Requisit	day. 3. Admin office	ces shall modiproperties.com	
secsied remark.	P	OIL L	CS / DILIS, 6 Report 4- 1	- are requisitio	INS clearly at	stiall not leave the site	

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. \$WO - material for fabrication not received, WO - material received, Supplier not reachable, Material in transit, WO - under fabrication, responsibility of engineers at site – purchase to send reply to this report within one week. 10. Follow up for WO is the adaily basis for follow-up – DO NOT CALL PURCHASE!

Synd gelon Form 20-06-20

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