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

Company:	Serene construction llp	Date:	09-05-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	23-03-2020 to 09-05-2020	Approved by:	Syed.Golam Sarwar
Report Date	09-05-2020		

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	Reason for not preparing PO/WO
150227	05-05-20	1 to 9	Black Powder Coated MS- Grills	Supplier arranging for materials
150228	05-05-20	1 to 8	Black Powder Coated MS-Grills	Supplier arranging for materials

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
150183	17-02-20	1	MS. Plates	Supplier arranging for materials
150213	17-03-20	1,3,7&10	CU Multi Stand Wire	Supplier arranging for materials
150217	17-03-20	1	Steel Cutting Blades	Supplier arranging for materials
150221	21-03-20	1	Service Wire	Supplier arranging for materials
150223	21-03-20	1	PVC 1.5mm Pipe	Supplier arranging for materials
150226	01-05-20	1 to 3	Safety Products - Covid - 19	Supplier arranging for materials

No. of gate passes issued this week:	Nil	Form No.	Nil	To No.	Nil
Delivery van site visit on:	18-03-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	NIL	To No	NIL	

Items not ordered but received:

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	09-05-2020	09-05-2020	

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!

Syed Golam Sarwar 09-05-20

Mahesh 09/05/2020