

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

Company:	Serene construction llp	Date:	30-05-2020	
Site:	Serene farm	Prepared by:	M Mahesh	
Report From / To	25-05-2020 to 30-05-2020	Approved by:	Syed.Golam Sarwar	
Report Date	30-05-2020			
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
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
150231	13-05-20	1 to 9	Black Powder Coated MS- Grills	Supplier arranging for materials
150238	15-05-20	6	Anchor bolts	Supplier arranging for materials
150239	16-05-20	3	External Paint	Supplier arranging for materials
150241	16-05-20	1,2,6,7,11,12,14,15, 16,19,21	CPVC Material	Supplier arranging for materials
150246	20-05-20	1	Marble Cuttting machine	PO to be issue
150251	20-05-20	1	CC Rings	Req.No: Not found in database
No. of gate passes issued this week:		Nil	Form No.	Nil To No. Nil
Delivery van site visit on:		30-05-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	5061	To No	5070
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	30-05-2020	30-05-2020		

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