

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

Company:	Serene construction llp	Date:	20-06-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	15-06-2020 to 19-06-2020	Approved by:	Syed.Golam Sarwar
Report Date	20-06-2020		
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
			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
150259	03-06-20	1	WC Washer
150262	10-06-20	1	Hammer Drill Machine
150263	12-06-20	1,2,3	Club house maintenance material
150264	13-06-20	1	TAAC – 90(Trichloroacetic Acid)
150269	15-06-20	1	Hand Sanitizor
150270	17-06-20	1	Concealed Flush Tank
150273	19-06-20	1,2	Rain Coats & Umbrella
No. of gate passes issued this week:		Nil	Form No.
Delivery van site visit on:		17-06-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5077	To No 5108
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	20-06-2020	20-06-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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
20-06-20

Mahesh
20/6/2020