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

Company:	Serene construction llp	Date:	05-09-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	29-08-2020 to 04-09-2020	Approved by:	Syed.Golam Sarwar
Report Date	05-09-2020		

List of requisitions numbers mis`ing in the report: NIL

List of requisitions where PO/WO not prepared 3 working days after requisitions: 02

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
150328	12-08-20	1 to 9	Sliding windows	Supplier will arrange the material
150333	21-08-20	4 to 9	CP Saniotary	Supplier will arrange the material
150338	24-08-20	1,2	HOB (NORA 3B), CHIMNEY (CLARA NEO)	Supplier will arrange the material
150344	31-8-20	1,2	Ceilingfan, Fan Rod	Supplier will arrange the material
150346	01-09-20	1,4,19,41,42,43&44	CPVC material	Supplier will arrange the material

No. of gate passes issued this week:	NIL	Form No.	NIL	To No.	NIL
Delivery van site visit on:	02-09-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	5351	To No	5372	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: NIL

Other corrections & remarks: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	05-09-2020	05-09-2020	

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!

Certified by:
S.R. ENGINEER
Modi Farm House (Hyd) LLP

Certified by:
Admin Office
Modi Farm House (Hyd) LLP

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

Company:	Modi Farm House(Hyd)LLp	Date:	05-09-2020
Site:	Serene farms	Prepared by:	M Mahesh
Report From / To	31-8-20 to 04-09-20	Approved by:	Syed.Golam Sarwar
Report Date	05-09-2020		

List of requisitions numbers missing in the report: NIL

List of requisitions where PO/WO not prepared 3 working days after requisitions:

Req No.	Req Date	Serial No of item in Req	Item Description	Reason for not preparing PO/WO
150347	02-9-20	1 to 5	Cleanimg Material	Till PO is not done.

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
150348	03-09-20	1 to 5	Stationery & general items	Till PO is not done.

DC register Sl. No. during the week	From No.	NIL	To No	NIL

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: NIL

Other corrections & remarks: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	05-09-2020	05-09-2020	

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 office-s 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!

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