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

Company:	Serene construction llp	Date:	12-09-2020
Site:	Serene farm	Prepared by:	Syed.Golam Sarwar
Report From / To	31-08-2020 to 12-09-2020	Approved by:	Syed.Golam Sarwar
Report Date	12-09-2020		

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
150354	05-09-20	2, 3 & 1 ,2	Bathroom tiles	Req: sent to MD's approval

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
150352	05-09-20	2	1/18 black wire	No stock at ssllp
150351	05-09-20	1 2& 3	Wall cutting & steel cutting blade and MS plates	No stock at supplier
103338	24-08-20	1 & 2	Hob & chimney	Purchase vehicle delaying
150356	08-09-20	1	Sponges	Ready with supplier

No. of gate passes issued this week:	Form No.		To No.	
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.		To No	5337

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	Syed Golam Sarwar	
Date	12-09-20	12-09-20	

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:

Syed golam Sarwar

S.R. ENGINEER

Modi Farm House (Hyd) LLP