Prepared by:		T.D. Murthy			
Date:		24/09/2020			
Site:		Serene Constructions LLP		Date	
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
150354	05/09/20	Bathroom Tiles	Searching in a market		
150357	11/09/20	Tiles for site villas	Searching in a market		
150338	26/08/20	Hob & Chimney	Saturday delivery		
150351	05/09/20	MS Gazette plates	Delivered		
150352	05/09/20	1/18 black wire	Delivered, DC no. 11293, dt. 23/09/2020		
150359	12/09/20	Zycosil	Delivered, DC no. 11168, dt. 16/09/2020		
150361	12/09/20	Flood Lights	Delivered, DC no. 1079/0164, dt. 16/09/2020		
150363	15/09/20	Earth pipe & Copper plates	Delivered, DC no. 11289, dt. 23/09/2020		
150366	16/09/20	Welding rods & cutting wheels	Monday delivery		
150367	12/09/20	Paints, Lappum & Primer etc.	Delivered, DC no. 11294, dt. 23/09/2020		

T. D. Murthy
24/9/20

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

Company:	Serene construction llp	Date:	19-09-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	12-09-2020 to 19-09-2020	Approved by:	Syed.Golam Sarwar
Report Date	19-09-2020		

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
150357	11-09-20	1 to 4	Tiles for Site Villas	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
150338	26-08-20	1,2	HOB & Chimney CLARA NEO	Items Out of 09 nos 08 nos received in Site
150351	05-09-20	2	MS.Plates Gazette	Supplier will arrange the material
150352	05-09-20	2	1/18 black wire	No stock at ssllp 11293 - 28/9/20
150359	12-09-20	4	ZYCOSIL	Supplier will arrange the material 11168, 16/9/20
150361	12-09-20	2	FLOOD LIGHTS (Warm)	Actually we require flood warm lights , But supplier send white colour. So need Yellow colour model Lights. - 10791, 0164 - 16/9/20
150363	15-09-20	1&2	Earth Pipe, Copper Plate	Supplier will arrange the material 11289 - 23/9/20
150366	16-09-20	1&2	Welding Rods& Cutting Wheel(4")	Supplier will arrange the material
150367	16-09-20	1to5	Paints Lappam ,primer etc	Supplier will arrange the material 11294 - 23/9/10

No. of gate passes issued this week:	NIL	Form No.	NIL	To No.	NIL
Delivery van site visit on:	16-09-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	5397	To No	5413	
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	19-09-20	19-09-20	

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...)

Certified by:
Mahesh
Admin Office