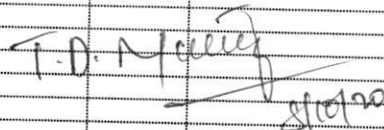


Prepared by:	T.D. Murthy				
Date:			8/10/2020		
Site:	Serene Constructions LLP				
				Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
150338	26/08/20	Hob & Chimney	Delivered, DC.no. 209, dt.06/10/2020		
150354	05/09/20	Bathroom tiles	Searching in a market		
150357	11/09/20	Tiles for site villas	Searching in a market		
150367	17/09/20	Metal primer & Turpentine oil	Tomorrow delivery		
150378	29/09/20	CP Material	Tomorrow delivery		
150379	29/09/20	Eco drain material	Delivered, DC.no. 406, dt.30/09/2020		
150380	29/09/20	Sanitary material	Tomorrow delivery		
150381	29/09/20	False ceiling lights	Tomorrow delivery		
					

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

Company:	Serene construction llp	Date:	03-10-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	26-09-2020 to 03-10-2020	Approved by:	Syed.Golam Sarwar
Report Date	03-10-2020		
List of requisitions numbers missing 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			
150338	26-08-20	1,2	HOB & Chimney CLARA NEO
150354	05-09-20	2, 3 & 1,2	Bathroom tiles
150357	11-09-20	1 to 4	Tiles for Site Villas
150367	17-09-20	4,5	Metal primer(red oxide), Turpeintoil
150378	29-09-20	1 to 13	Cp material
150379	29-09-20	2,3,5,6,11,12,14	Eco drain material
150380	29-09-20	1 to 7	Sanitary material
150381	29-09-20	1	False ceiling lights
No. of gate passes issued this week:		0	Form No. 0
Delivery van site visit on:		30-09-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5434	To No. 5448
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	G.Siva prasad	
Date	03-10-20	03-10-20	

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