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

Company:	Serene construction llp	Date:	10-10-2020
Site:	Serene farm	Prepared by:	G.Siva prasad
Report From / To	03-10-2020 to 10-10-2020	Approved by:	Syed.Golam Sarwar
Report Date	10-10-2020		

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
150383	05-10-20	2	Ceiling fans	- 71273, 71005

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
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
150378	29-09-20	9,10	Cp material	Supplier is arranging material 2683, 11520 8/10
150383	05-10-20	1,2	Tiles	Supplier is arranging material SBUP
150384	05-10-20	1 to 3	Sanitary	Supplier is arranging material None-
150385	05-10-20	9,10,11,12	Cp material	Supplier is arranging material Partly.D
150386	06-10-20	1	Digital camera	Supplier is arranging material Online purchas
150387	06-10-20	1	Bombay brooms	Supplier is arranging material
150388	07-10-20	1	Pvc gampa	Supplier is arranging material

No. of gate passes issued this week:	0	Form No.	0	To 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, 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!

Prepared by:		T.D. Murthy			
Date:		16/10/2020			
Site:		Serene Constructions LLP			
				Date	
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
150383	05/10/20	Ceiling Fan	PO issued 71273		
150354	05/09/20	Bathroom tiles	Searching in a market		
150357	11/09/20	Tiles for site villas	Searching in a market		
150378	29/09/20	CP Material	Delivered, DC no. 2683 & 11520, dt.08/10/20		
150383	05/10/20	Tiles	Stock at SSLLP, please collect it		
150384	05/10/20	Sanitary	Tomorrow delivery		
150385	05/10/20	CP Material	Partly delivered, Balance in next week		
150386	06/10/20	Digital Camera	Online purchase.		
150387	06/10/20	Bombay brooms	Stock at SSLLP, please collect it		
150388	07/10/20	PVC Gampa	Stock at SSLLP, please collect it		

T.D. Murthy
16/10/20