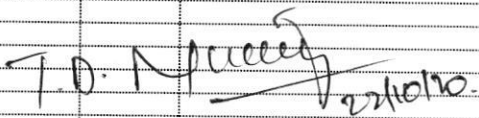


Prepared by:	T.D. Murthy			
Date:	22/10/2020			
Site:	Serene Constructions LLP			
			Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	If material is not delivered - is delay justified?
150354	05/09/20	Bathroom tiles	Searching in a market	
150357	11/09/20	Tiles for site villas	Searching in a market	
150378	29/09/20	CP Material	Delivered, DC no. 2683 & 11520, dt.08/10/20	
150383	05/10/20	Tiles & ceiling fan	Stock ready with the supplier, please collect it	
150385	05/10/20	CP Material	Delivered, INV no. 13597/13661/13771.	
150386	06/10/20	Digital Camera	Online purchase.	
150387	06/10/20	Bombay brooms	Delivered, INV no. 13770	
150388	07/10/20	PVC Gampa	5nos delivered, INV no. 13769, Bal. 5nos next week.	
150390	09/10/20	CPVC Material	Delivered, INV no. 13768, except FABT - 10nos next week	
150392	09/10/20	Water tank, Bombay brooms, nails & screws	Delivered, INV no. 13766	
150393	09/10/20	PVC pipes, coupling, elbows	Delivered, INV no. 13767	
150394	10/10/20	PVC Reducers	Delivered, INV no. 13764	
150395	12/10/20	Switches, mcb, modular plates, change over & isolator	Delivered, INV no. 13773	
150396	12/10/20	1/18 green wires	Delivered, INV no. 13763	
150397	12/10/20	Steel cutting blades	Next week delivery	
				

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

Company:	Serene construction llp	Date:	17-10-2020	
Site:	Serene farm	Prepared by:	G.Siva prasad	
Report From / To	10-10-2020 to 17-10-2020	Approved by:	Syed.Golam Sarwar	
Report Date	17-10-2020			
List of requisitions numbers mis'ing in the report: NIL				
List of requisitions where PO/WO not prepared 3 working days after requisitions:				
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
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
150383	05-10-20	1,2	Tiles,ceiling fan	Supplier is arranging material
150385	05-10-20	9,10,11,12	Cp material	Supplier is arranging material
150386	06-10-20	1	Digital camera	Online purchase
150387	06-10-20	1	Bombay brooms	Supplier is arranging material
150388	07-10-20	1	PVC gampa	Supplier is arranging material
150390	09-10-20	2,4,8,10,11,20,22,25,28	Cpvc material	Supplier is arranging material
150392	09-10-20	1 to 3	Water tanks,bombay nails,ss screws	Supplier is arranging material
150393	09-10-20	3,4,11,22,25	Pvc pipe,coupling,pvc elbow	Supplier is arranging material
150394	10-10-20	1	PVC reducers	Supplier is arranging material
150395	12-10-20	1 to 18	Switches,mcb,modular plates,changeover,isolater etc	Supplier is arranging material
150396	12-10-20	4	1/18 green multi strand wires	Supplier is arranging material
150397	12-10-20	1	Steel cutting blades	Supplier is arranging material
No. of gate passes issued this week:		1	Form No.	1256 To No. 1256
Delivery van site visit on:		17-10-2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	5452	To No	5469
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	17-10-20	17-10-20		

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!