Prepared by:		T.D. Murthy			
Date:		6/11/2020			
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		
150383	05/10/20	Ceiling fan	Stock ready with the supplier, please collect it		
150386	06/10/20	Digital Camera	Online purchase.		
150388	07/10/20	PVC Gampa	Delivered		
150390	09/10/20	CPVC Material - FABT - 1"	Delivered		
150395	12/10/20	16amps switches,change over & isolater	Delivered		
150397	12/10/20	Steel cutting blades	Delivered		
150400	24/10/20	Cement bags	Tomorrow delivery		
150401	24/10/20	Bulk head light for outside villa lighting	Delivered		
150402	24/10/20	CPVC elbow, brass elbow, end cap, PVC nahini trap	Delivered		

T.D. Murthy 6/11/20

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

Company:	Serene construction llp	Date:	31-10-2020
Site:	Serene farm	Prepared by:	G.Siva prasad
Report From / To	24-10-2020 to 31-10-2020	Approved by:	Syed.Golam Sarwar
Report Date	31-10-2020		

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
150383	05-10-20	1,2	Tiles,ceiling fan	Supplier is arranging material
150386	06-10-20	1	Digital camera	Online purchase
150388	07-10-20	1	PVC gampa	Supplier is arranging material
150390	09-10-20	25	Cpvc FABT 1"	Supplier is arranging material
150395	12-10-20	1,11,16	Isolater,changeover,16amp switches	Supplier is arranging material
150397	12-10-20	1	Steel cutting blades	Supplier is arranging material
150400	24-10-20	1	Cement bags	Supplier is arranging material
150401	24-10-20	1	Bulk head lights for outside villa lighting	Supplier is arranging material
150402	24-10-20	1 to 4	Cpvc elbow,brass elbow,end cap,pvc nahani trap	Supplier is arranging material

No. of gate passes issued this week:	Nil	Form No.	0	To No.	0
Delivery van site visit on:	22-10-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	5486	To No	5486	

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	31-10-20	31-10-20	

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!