

Prepared by:	T.D. Murthy				
Date:	13/11/2020				
Site:	Serene Constructions LLP				
				Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
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	Delivered		
150386	06/10/20	Digital Camera	Online purchase.		
150400	24/10/20	Cement bags	Delivered		
150407	05/11/20	MS Materials	Delivered		
		Dewatering Pump	Repaired and delivered.		
T.D. Murthy 13/11/20					

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

Company:	Serene construction llp	Date:	07-11-2020			
Site:	Serene farm	Prepared by:	G.Siva prasad			
Report From / To	31-10-2020 to 07-11-2020	Approved by:	Syed.Golam Sarwar			
Report Date	07-11-2020					
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	2	ceiling fan	Supplier is arranging material		
150386	06-10-20	1	Digital camera	Online purchase		
150400	24-10-20	1	Cement bags	Supplier is arranging material		
150407	05-11-20	1,2	MS material	Supplier is arranging material		
No. of gate passes issued this week:		Nil	Form No.	0	To No.	0
Delivery van site visit on:		05-11-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	5491	To No	5500	
Items not ordered but received: NIL						
Items sent to HO /vendor that are pending for repair: 1.dewatering pump						
Other corrections & remarks: NIL						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	Syed.Golam Sarwar		G.Siva prasad			
Date	07-11-20		07-11-20			

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