

Prepared by:	T.D. Murthy			
Report Date	19/11/2020			
Site	Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
NIL	NIL	NIL	NIL	NIL
List of requisitions Where PO/WO is prepared and items have not received at site				
150354	05/09/20	Bathroom tiles	Searching in a market	
150357	11/09/20	Tiles for site villas	Searching in a market	
150386	06/10/20	Digital Camera	Online purchase.	
150410	07/11/20	Sintex Water Tank - Bal. 9nos	Stock at SSLLP, please pick it up from stores	
150411	07/11/20	Tank nipple, Ball valve	Stock at SSLLP, please pick it up from stores	
150413	09/11/20	Tile Grout	Stock at SSLLP, please pick it up from stores	
150414	09/11/20	WC, Wash basin, Half pedestal	Stock at SSLLP, please pick it up from stores	
150416	10/11/20	Lappum	Delivered	

T.D. Murthy
19/11/20

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

Company:	Serene construction llp	Date:	13-11-2020
Site:	Serene farm	Prepared by:	G.Siva prasad
Report From / To	07-11-2020 to 13-11-2020	Approved by:	Syed.Golam Sarwar
Report Date	13-11-2020		
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
150357	11-09-20	1 to 4	Tiles for Site Villas
150386	06-10-20	1	Digital camera
150410	07-11-20	1	Sintex water tanks
150411	07-11-20	14,22	Tank nipple,ball valves of 1"
150413	09-11-20	1	Tile grout
150414	09-11-20	1,2,3,6	Wc,wash basin,half pedestal
150416	10-11-20	1	Lappam
No. of gate passes issued this week:		Nil	Form No. 0 To No. 0
Delivery van site visit on:		11-11-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5507	To No 5525
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	13-11-20	13-11-20	

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