Prepared by:		T.D. Murthy			
Report Date		11/12/2020			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150418	13-11-2020	Lithos Beige Tiles	Delivered.		
List of requisitions Where PO/WO is prepared and items have not received at site					
150354	05/09/20	Bathroom tiles	Another Req. is issued and material also delivered at site.		
150357	11/09/20	Tiles for site villas	Another Req. is issued and material also delivered at site.		
150386	06/10/20	Digital Camera	Delivered.		
150414	09/11/20	WC,Wash basin, Half pedastal	Stock at SSLLP, please collect it.		
150424	19/11/20	Al. windows	Next week deliver		
150425	19/11/20	MS Grills	Next week deliver		
150426	21/11/20	SS Sink	Delivered.		
150429	27/11/20	Lappam, OBD,Primer	Delivered.		

T.D. Murthy
11/12/20

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

Company:	Serene construction llp	Date:	05-12-2020
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	05-12-2020	Approved by:	Syed.Golam Sarwar
Report Date	05-12-2020		

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
150418	13-11-20	1	Lithios beige tiles	Supplier is arranging materials

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
150386	06-10-20	1	Digital camera	Online purchase
150414	09-11-20	1,2,3,6	Wc,wash basin,half pedestal	Supplier is arranging materials
150424	19-11-20	1 to 10	Aluminum windows	Supplier is arranging materials
150425	19-11-20	1 to 9	MS grills	Supplier is arranging materials
150426	21-11-20	1	SS sink	Supplier is arranging materials
150429	27-11-20	1	Lappam	Supplier is arranging materials

No. of gate passes issued this week:	1	From No.	1160	To No.	1160
Delivery van site visit on:	03/12/2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	5547	To No	5563	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair:1.Hammering machine-01 nos

Other corrections & remarks: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	05-12-20	05-12-20	

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!