Prepared by:		T.D. Murthy			
Report Date		18/12/2020			
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	Monday delivery		
150425	19/11/20	MS Grills	Ready at SSLLP, please pick it up.		
150432	03/12/20	Switch, Modula plates, Isolators etc.	Delivered.		
150433	03/12/20	Insulation tapes, PVC pipes, Cutting player etc	Delivered.		
150434	03/12/20	Kadies	Monday delivery		
150435	03/12/20	Barbed wire, GI wire	Delivered.		
150436	04/12/20	Exterior paints	Delivered.		
150438	07/12/20	CPVC Items	Delivered.		
150439	07/12/20	Tanbrown granite	Delivered.		
150440	08/12/20	Tiles	Delivered.		
-	12/12/2020	Hammering machine	Under repaire, we will intimate delivery date.		

T.D. Murthy

18/12/20

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

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

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
150432	03-12-20	1 to 19	Switches,modular plates,isolaters etc	Supplier is arranging materials
150433	03-12-20	1 to 4	Insulation tapes,pvc pipes,cutting pliet etc	Supplier is arranging materials
150434	03-12-20	1	Kadies	Supplier is arranging materials
150435	03-12-20	1,2	Barbed wire,GI wire for binding	Supplier is arranging materials
150436	04-12-20	1	Exterior paint	Supplier is arranging materials
150438	07-12-20	1to4,7,8,14,25,26	Cpvc items	Supplier is arranging materials
150439	07-12-20	1	Tan brown granite	Supplier is arranging materials
150440	08-12-20	1,2,4	Tiles	Supplier is arranging materials

No. of gate passes issued this week:		From No.		To No.
Delivery van site visit on:	10/12/2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			
DC register Sl. No. during the week	From No.	5569	To No	5574

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	12-12-20	12-12-20	

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!