Prepared by:		T.D. Murthy			
Report Date		7/1/2021			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Desccription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
150424	19/11/20	Al. windows	Delivered.		
150444	15/12/20	Modular Kitchen	Supplier will arranging for material		
150445	16/12/20	CP Material	Delivered.		
150446	16/12/20	Sanitary material	Delivered.		
150449	24/12/20	ACE External Paint	Ready at SSLLP, we will arrange by next week		
150451	28/12/20	Barbed wire	Delivered.		
150453	29/12/20	Shabad stone	Tomorrow delivery		
-	19/12/20	Hammering machine	Delivered.		
-	19/12/20	Open well submersible pump	Under repaire, we will intimate delivery date.		

T.D. Murthy
7/1/21

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

Company:	Serene construction llp	Date:	02-01-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	26-12-2020 to 02-01-2021	Approved by:	Syed.Golam Sarwar
Report Date	02-01-2021		

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
150424	19-11-20	1 to 10	Aluminum windows	Supplier is arranging materials
150444	15-12-20	1 to 3	Modular kitchen	Supplier is arranging materials
150445	16-12-20	6,7,11,12,15,16	Cp material	Supplier is arranging materials
150446	16-12-20	1,2,3,5	Sanitary material	Supplier is arranging materials
150449	24-12-20	3	Ace external paint	Supplier is arranging materials
150451	28-12-20	1	Barbed wire	Supplier is arranging materials
150453	29-12-20	1	Shabad stone	Supplier is arranging materials

No. of gate passes issued this week:	1	From No.	1265	To No.	1265
Delivery van site visit on:	30/12/20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	5610	To No	5620	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: 1.open well submersible pump-01nos
2.lawn mover motor-01nos

Other corrections & remarks: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	02-01-2021	02-01-2021	

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!