

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

Company:	Serene construction llp	Date:	16-01-2021
Site:	Serene farms	Prepared by:	Syed.Golam Sarwar
Report From / To	02-01-2021 to 16-01-2021	Approved by:	Syed.Golam Sarwar
Report Date	16-01-2021		
List of requisitions numbers missing 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
150464	13-01-21	1	SS plate
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
150424	19-11-20	1 to 10	Aluminum windows
150444	15-12-20	1 to 3	Modular kitchen
150449	24-12-20	1	Ace external paint
150453	29-12-20	1	Shabad stone
150456	05-01-21	1 to 9	Aluminum windows
150461	11-01-21	1	Steel cutting blade
150462	11-01-21	1 & 2	Led false ceiling light
150465	13-01-21	1 to 3	Ms Patti
No. of gate passes issued this week:		0	From No.
Delivery van site visit on:		05/01/2021	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5641	To No. 5648
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	Syed.Golam Sarwar	
Date	16-01-2021	16-01-2021	

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