Prepared by:		T.D. Murthy			
Report Date		21/01/2021			
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?
150464	13/01/21	SS Plate	PO issued no. 73868 - Supplier will arranging for material		
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		
150449	24/12/20	ACE External Paint	Supplier will arranging for material		
150453	29/12/20	Shabad stone	Delivered.		
150456	05/01/20	Al. windows	Supplier will arranging for material		
150461	11/01/21	Steel Cutting blade	This week delivery		
150462	11/01/21	Led false ceiling light	Delivered.		
150465	13/01/21	MS Patti	Estimate with M.D.		
-	19/12/20	Open well submersible pump	Under repaire, we will intimate delivery date.		
-	09/01/21	Lawn Mover motor	Under repaire, we will intimate delivery date.		

T.D. Murthy
21/1/21.

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 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
150464	13-01-21	1	SS plate	73868.

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	Partially delivered D
150444	15-12-20	1 to 3	Modular kitchen	Supplier is arranging materials
150449	24-12-20	1	Ace external paint	Supplier is arranging materials Sup. ar. 4
150453	29-12-20	1	Shabad stone	Partially delivered D
150456	05-01-21	1 to 9	Aluminum windows	Supplier is arranging materials
150461	11-01-21	1	Steel cutting blade	Supplier is arranging materials
150462	11-01-21	1 & 2	Led false ceiling light	Supplier is arranging materials D
150465	13-01-21	1 to 3	Ms Patti	Supplier is arranging materials Est. with M.D

No. of gate passes issued this week:	0	From No.		To 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 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!