Prepared by:		T.D. Murthy			
Report Date		23/03/2021			
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?
150487	18/02/21	Curtain Rod with Brackets	Online purchase		
150497	08/03/21	3 in 1 Register	Next week delivery		
150506	16/06/21	Cement	PO issued no. 75825		
List of requisitions Where PO/WO is prepared and items have not received at site					
150479	03/02/21	LED False Ceiling Lights	Partly delivered, balance to be receive by next week		
150483	13/02/21	Hob and Chimney	Next week delivery		
150492	22/02/21	Panel doors	Next week delivery		
150500	11/03/21	Uban wood Light tiles	Supplier arranging for material		

T.D. Murthy
23/3/21.

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

Company:	Serene construction llp	Date:	20-03-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	13-03-2021 to 20-03-2021	Approved by:	Syed.Golam Sarwar
Report Date	20-03-2021		

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
150487	18-02-21	1 to 4	Curtain rods with brackets	Online purchase
150497	08-03-21	1	3 in 1 register	
150506	16-06-21	1	Cement	

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
150479	03-02-21	1,2	Led false ceiling lights	Supplier is arranging materials
150483	13-02-21	1 to 2	Hob and chimney	Supplier is arranging materials
150492	22-02-21	1 to 5	Panel doors	Supplier is arranging materials
150500	11-03-21	1	Urban wood light Tiles	Supplier is arranging materials

No. of gate passes issued this week:	1	From No.	1275	To No.	1275
Delivery van site visit on:	18/03/2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	5743		To no.	5754

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair:1.pressure booster pump

Other corrections & remarks: masonite doors received in place of wpc door shutters

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	20-03-2021	20-03-2021	

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!

Certified by:
Syed Golam Sarwar
S.R. ENGINEER
Modi Farm House (Hyd) LLP

Certified by:
G.Siva prasad
Admin Office
Modi Farm House (Hyd) LLP