

Prepared by:	T.D. Murthy				
Report Date	23-07-2021				
Site	Serene Constructions LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150544	09-06-2021	Curtains	Online purchase		
150545	09-06-2021	Curtain Rods	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
150521	21-04-21	Telescopic poles for street lights	Cancelled and send new requisition		
150550	25-06-21	CP Extension Nipples	Next week delivery		

T.D. Murthy
 23/07/21

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

Company:	Serene constructions llp	Date:	10-07-2021				
Site:	Serene farms	Prepared by:	G.siva prasad				
Report From / To	03-07-2021 to 10-07-2021	Approved by:	Syed golam sarwar				
Report Date	10-07-2021						
List of requisitions numbers missing in the report*:							
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No.	Req Date	Sl. Of requisition	Item Description	Reason for not preparing PO/WO#			
150544	09-06-21	1 to 6	Curtains	Online purchase			
150545	09-06-21	1 to 3	Curtain rods	Online purchase			
150558							
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 ⁵			
150521	21-04-21	1	Telescopic poles for street light	Supplier is arranging materials			
150550	25-06-21	15,16	Cp extension nipple	Supplier is arranging materials			
No. of gate passes issued this week:	Nil	From No.		To No.			
Delivery van site visit on:			15/07/21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No			
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-	-	
2.	10mm	.617	7.404	-	-	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire						
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	10 bags	PPC/PSC last weeks stock	10 bags
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	17-07-2021			17-07-2021			

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