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

Company:	Serene constructions llp	Date:	11-09-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	04-09-2021 to 11-09-2021	Approved by:	Syed golam sarwar
Report Date	11-09-2021		

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#
150579	30-08-21	1	Acrylic board	
150583	30-08-21	1 to 6	Curtains	
150584	30-08-21	1 to3	Curtain rods with brackets	
150585	08-09-21	1,2	Pvc round cover,40amp isolator	

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$
150562	29-07-21	1	Hp laptop adapter	Supplier is arranging materials
150571	19-08-21	1,2	Tan brown granite	Supplier is arranging materials
150574	12-08-21	1	Wardrobes	Supplier is arranging materials
150580	30-08-21	1 to 6	Upvc windows	Supplier is arranging materials
150581	30-08-21	1 to 8	Aluminium windows	Supplier is arranging materials

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	03/09/2021				
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	0 bags	PPC/PSC last weeks stock	0bags

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	11-09-2021	11-09-2021	

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 ompleting 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,

Project Manager

Farm House (Hyd) LLP

Prepared by:		T.D. Murthy			
Report Date		18-09-2021			
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?
150579	30-08-2021	Acrylic Board	Promotions to follow-up		
150583	30-08-2021	Curtains	Online purchase		
150584	30-08-2021	Curtain Rods	Online purchase		
150585	08-09-2021	PVC Round covers & Isolator	PO issued no. 80557		
List of requisitions Where PO/WO is prepared and items have not received at site					
150562	29-07-21	HP Laptop adaptor	Next week delivery		
150571	19-08-21	Tanbrown Granite	Partly delivered and bal. next week		
150574	12-08-21	Wardrobes	Next week delivery		
150580	30-08-21	UPVC Windows	Cancelled		
150581	30-08-21	Al. windows	Next week delivery		

T.D. Murthy
18/9/21.