

Prepared by:		T.D. Murthy			
Report Date		15-11-2021			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	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		
List of requisitions Where PO/WO is prepared and items have not received at site					
150596	18-10-21	Submersible Pump	This week delivery		
150597	22-10-21	Ceiling Fans	This week delivery		
150598	26-10-21	Country almond tiles	This week delivery		
150600	01-11-21	Sponges	This week delivery		
150601	01-11-21	Starter for Submersible pump	This week delivery		

T. D. Murthy
15/11/21.

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

Company:	Serene constructions llp	Date:	06-11-2021				
Site:	Serene farms	Prepared by:	G.Siva prasad				
Report From / To	30-10-2021 to 06-11-2021	Approved by:	Syed golam sarwar				
Report Date	06-11-2021						
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 to 3	Curtain rods with brackets				
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			
150596	18-10-21	1	Submersible pump	Supplier is arranging materials			
150597	22-10-21	1	Ceiling fans	Supplier is arranging materials			
150598	26-10-21	1	Country almond tiles	Supplier is arranging materials			
150600	01-11-21	1	Sponges	Supplier is arranging materials			
150601	01-11-21	1	Starter for submersible pump	Supplier is arranging materials			
No. of gate passes issued this week:							
Nil		From No.		To No.			
Delivery van site visit on:		21/10/2021					
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		06-11-2021		06-11-2021			

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

