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

						one report of	ourch	ase division	1			
Company: Serence		Serene			Date:	No. 4 and 10 and			ī			
Site: Ser		Serene	Serene farms					13-11-21				
			-21 to 13-11-21		Prepared by:		Syed golam sarwar			var		
Report Date 13-11-			.21		Appr	approved by: S		Syed golam sarwar				
List of requi	sitions nu	mhere m	iccina in de-	\rt*.								
List of requi	sitions wh	ere PO/	WO not prepared	1.2 monto		0						
Req No.	Rec	Date	Sl. Of	1 3 WOLKING	g days	after requisition	1:					
		1	requisition		Item Description			Reason for not preparing PO/WO				
			- Topulation					[
List of requi:	sitions wh	ere PO/	WO is prepared a	and items b	01/0 00	. 1						
•		Date	Serial no of	ind nems m	d items have not been received at sit			te beyond the lead time: Details of discussion with supplier ^s				
			item in Req.									
150596	18-10-21		1 Submersible p			lima						
150597	22-10-21		1 Ceiling fa						s are ready with the supplie:			
150598	26-10-21		1 Country almor			nd tiles	Materials are			ready with the supplie:		
150600	01-11-21		1 Sponges			ividicitals			are ready with the supplie:			
150601		11-21	1 Starter for sub			marsible numerals			are ready with the supplie:			
150602 08-11-21				ad ligh	nt	Materials are ready with the supplie: Materials are ready with the supplie:						
No. of gate passes issued this v			week: Nil			From No. Materials			are	ready with the supplie:		
Delivery van	site visit	on:							10	No.		
Inward repor	rt (MRN/c	other) &	stock report ema	iled in ndf	format	to munch a = 0	2	1-10-21				
ltems not ord	dered but	received	·	ned in pur	TOTTIAL	to purchase?				Yes / No		
Other correc	tions & re	marks										
Details of ste	eel & cem	ent stock	,									
Sl. No	Tor size		Wt per mtr	W/r for 12	·	S. 1						
			kgs	Wt. for 12 mtr rod – kgs				ock at site in		Previous stock in Kgs		
1.	8mm		.395	10u - kgs	4.74	- no of rods	Kgs					
2.	10mm		.617	<u> </u>	7.404	-	-			-		
3.	12mm		.89		10.68	-	-			-		
4.	16mm		1.58		18.96		<u> -</u>			-		
5.	20mm		2.47		29.64	-	_	-		-		
6.	25mm		3.86	46.32		-	<u> -</u>			-		
7.	32mm		6.32	75.84		-	-			-		
8.	Binding	wire	0.52		73.04	-	+			•		
OPC stock	nil		OPC last	nil		PPC/PSC	201	bags		G/DCC L		
			weeks stock			stock 30 t				PC/PSC last 39bags		
Details			Project Manager			Admin Officer/Manager			weeks stock Admin Audit			
Sign			1 Toject Ividilagei			Admin Officer/Manager			A	ımın Audit		
Date			13-11-21			13-11-21						
otes: 1. * Send a	conv of the	missing rac	misitions to Durchase		C 1 4	13-11-21						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. ashaiya@modiproperties.com and rajkumani@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. 5 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!



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

C Madi		Modi	farm house(hyd)llp Da			: 06-11-202					
Site: Serence				Prepared by:		Sy	Syed golam sarwar				
		-2021 to 13-11-2	021	Approved by:			Syed golam sarwar				
Report Date		13-11		-				-			
List of requi	eitione mi		nissing in the rep	ort*:							
List of requi	sitions wh	ora PO	WO not prepared	d 3 working	days	after requisition	1:				
Req No.	Doc	Date	Sl. Of Item			Description Reason			on fo	or not preparing PO/WO#	
Red No.	Rec	Date	requisition		nem Beseripaen						
	_		requisition								
	-										
List of requi	sitions wh	ere PO	WO is prepared	and items ha	ve no	t been received	at site	beyond t	he le	ead time:	
Req No.	Rea	Date	Serial no of		Item	Description		Detail	sof	discussion with supplier5	
		item in Req.		1							
150599	99 01-11-21		1 to 8	Hou	Housekeeping materials			Supplier is arranging materials			
100000											
No. of gate passes issued this		ed this	week:	Nil	Nil From No.			To No.			
Delivery van site visit on:					21/10/21						
Inward report (MRN/other) &		stock report emailed in pdf form			t to purchase?			Yes / No			
Items not ord											
Other correct			·								
			k								
Details of steel & cement stoc		Wt per mtr Wt. for				Stock	Stock at site in		Previous stock in Kgs		
51. 110	101 5125		kgs	rod – kgs		- no of rods K		Kgs			
1.	8mm		.395		4.74	-	-			-	
2.	10mm		.617	7	.404	-	-			-	
3.	12mm		.89	1	0.68	-	-			-	
4.	16mm		1.58	1	8.96	-	-			-	
5.	20mm		2.47	2	9.64	-	-			-	
6.	25mm		3.86	4	6.32	-				-	
7.	32mm		6.32	7.	5.84	-	-			-	
8.	Binding	wire									
OPC stock	nil		OPC last	nil		PPC/PSC	Nil			PC/PSC last nil	
			weeks stock			stock		weeks stock			
i	Details					. 1 . 0.00	/3 (ager	Α.	dmin Audit	
Details			Project Manage	r		Admin Office	r/Mana	igei	A	mun Audit	
Details Sign			Project Manage	Г		13-11-2021	r/Mana	igei	A	min Addit	

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