Prepared by:		T.D. Murthy			
Report Date		03-01-2022			
Site		Serene Constructions LLP			
List of requisit	ions Where PO	WO not prepared 3 working days af	ter requisition:		
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150605	20-11-2021	Curtain Rod with Brackets	Cancelled	Nil	Nil
150604	20-11-2021	Curtains	Cancelled		
150603	20-11-2021	Acrylic board	Promotions to followup		
List of requisit	ions Where PO/	WO is prepared and items have not it	received at site		
150596		Submersible Pump'	Next week delivery		
150606	25-11-2021	WPC Door and Frames	Next week delivery		
150607	27-11-2021	PVC pipes and 7/20 service wire	Next week delivery		
150608	01-12-2021	CU Multistand wire	Next week delivery		
150611	16-12-2021	LED Lights	Next week delivery		

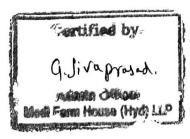
T.D. Muery

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

Street	Company:	Se	erene constructions II	p D	ate:	2	7-12-2021			
Report Prom	Site: Seren		erene farms							
Report   Date     27-12-2021			3-12-2021 to 27-12-2							
Req No.   Req Date   SI. Of   Item Description   Reason for not preparing PO/WO			-12-2021		pp.o.ted oj.		you gotuin	Jui Wui		-
Req No.   Req Date   SI. Of   Item Description   Reason for not preparing PO/WO	List of requi	sitions number	ers missing in the ren	ort.						
Req No.   Req Date   Sl. Of requisition   Reason for not preparing PO/WO requisition   150605   20-11-21   1 to 3   Curtain rods with brackets   150604   20-11-21   1 to 6   Curtains	List of requi	sitions where	PO/WO not prepared	d 3 working de	vs after requisitio	n.				
150605	Req No.	Req Da	ite Sl. Of	Ite	m Description	11.	Pencor	for not no	ranari	na PO/WO#
150605   20-11-21   1 to 3				100	Tiem Bescription		Acason for not preparing PO/WO			
150604   20-11-21   1 to 6	150605	20-11-2		Curtain ro	le with brookets					
150603   20-11-21   1	150604	Curtain rods with brac		is with blackets						
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:   Req No.	150603	20-11-2			ard					
Serial no of item in Req.   Serial no of item item in Req.   Submersible pump   Supplier is arranging materials				7 teryfic 00	aiu					
Serial no of item in Req.   Serial no of item item in Req.   Submersible pump   Supplier is arranging materials	List of requi	sitions where	PO/WO is prepared	and items have	not been received	l at aits	havand the	مالم المما		
Item in Req.   Item in Req.   Submersible pump   Supplier is arranging materials	Req No.	Req Da	ite Serial no of	Ite	Item Description		Details of discussion with supplier <sup>5</sup>			
150596   18-10-21   1										
150606   25-11-21   1,2   Wpc door and frame   Supplier is arranging materials	150596	18-10-2	21 1		a numn		Committee !			.,
150607   27-11-21   1,2   Pvc pipe and 7/20 service wire   Supplier is arranging materials	150606	25-11-2	21 1.2							
150608	150607						Supplier is arranging materials		rials	
150611   16-12-21   1,2   Led lights   Supplier is arranging materials	150608		-,-	Cumultist	and wire			rials		
No. of gate passes issued this week:   Nil   From No.   To No.	150611						Supplier is arranging materials			
Delivery van site visit on:   25/11/2021   Yes / No   Stock report emailed in pdf format to purchase?   Yes / No   Yes	No. of gate						Supplier is arranging materials			
Name				+	Tiom No.			10 No.		
Details of steel & cement stock   Sl. No	Inward repor	rt (MRN/othe	r) & stock report em	ailed in ndf for	mot to murch 0	25	/11/2021			
Details of steel & cement stock   Sl. No	Items not on	dered but roce	ived:	aned in put for	nat to purchase?			Yes /	No	
Details of steel & cement stock   Sl. No										
Sl. No							4			
1.   8mm   .395   4.74   -   -   -   -   -   -   -   -   -										
1.	SI. 190	1 or size					- I TI TO THE STOCK III		ck in Kgs	
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       nil       PPC/PSC       0 bags       PPC/PSC last weeks stock       0bags         Details       Project Manager       Admin Officer/Manager       Admin Audit	•	0				Kgs		1.53		
3.   12mm   .89   10.68   -   -   -   -   -   -   -   -   -					5 5 5	-		-		
4. 16mm 1.58 18.96				00.00	1000-0	•		-		
5.   20mm   2.47   29.64   -   -   -   -   -   -   -   -   -	10.000									
6. 25mm 3.86 46.32										
7. 32mm 6.32 75.84						-				
8. Binding wire								-		
OPC stock nil OPC last weeks stock nil OPC last weeks stock stock Project Manager Admin Officer/Manager Admin Audit	53760	(C)		75.8	34 -	-	2000000			
weeks stock stock stock weeks stock Percipager Admin Officer/Manager Admin Audit										
weeks stock   stock   weeks stock	OPC stock	nil		nil	PPC/PSC	0 bags PPC/PSC last		last	Obags	
Project Manager Admin Officer/Manager Admin Audit										ouags
ign	Details		Project Manage	Project Manager		Admin Officer/Manager				
ate 27-12-2021 27-12-2021	Sign								uuit	
otes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com_ashairs@mail.	Date		27-12-2021		27-12-2021					

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> 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!



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