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

Company: M		MOD llp				:		26-11-2022				
Site: Seren		ne farms			ared by:		CU CHANDDACHEVAR REPORT					
Report From / To 20-11		-2022 to 25-11-2					CH.CHANDRASHEKAR REDDY					
Report Date 26-11		-2022	1100	Approved by.			Syed golam sarwar					
List of requi	sitions nu	mbers n	nissing in the ren	ort*·								
List of requi	sitions wh	ere PO	WO not prepare	d 3 workin	a days	often me envisitie						
Req No.	Rec	Date	Serial no of	Itom	Item Description							
•			item in Req		пеш	Description		Reason for not preparing PO/WO				
			-		-							
				<del>-</del>				-				
List of requi	sitions wh	ere PO	WO is prepared	and items 1		41						
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 Description Postilla of the serial no of Item Description Requirement of the serial no of Item Description Req No.								ad time:				
			item in Req.		Item Description			Details of discussion with supplier <sup>s</sup>				
			-									
-	-											
								-				
No. of gate passes issued this			week:		From No.			T- 2	. T .			
Delivery van site visit on:					7 TOIN 110.			To No. 7-11-2022				
Inward report (MRN/other) &			stock report em	forma	format to nurshage?							
Items not ord	lered but	eceived	i.	incu in pui	ТОППа	t to purchase?				Yes / No		
Other correct											7	
Details of ste			l,									
Sl. No	Tor size		Wt per mtr	W4 C- 1	2	0, 1,						
31. 140	1013120		•	Wt. for 1		Stock at site	1	ck at site in		Previous stock in Kgs		
1.			kgs .395	rod – kgs		- no of rods Kg						
2.	10mm		.617		4.74	-	-		-	-		
3.	12mm		.89		7.404 10.68	-	-		$\dashv$	-		
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.		wire	0.32		13.04	-	<del>-</del>		$\dashv$	•		
OPC stock	Binding wire		OPC last	nil		PPC/PSC	:1		DDC/DCC:		.,	
OF C SLOCK	mii		weeks stock	1111		PPC/PSC nil stock				C/PSC last	nil	
Details		-					1000	weeks stock ager Admin Audit				
Sign			Project Manager			Admin Officer/Manager			Ad	min Audit		
Date											,	
Date												

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

Ch. Cs Redoly
Modi Farm House (Myd) Like

Page 1 of 1

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

Company: Seren		Serene	e construction llp				2	26-11-2022				
Site: Serene		Serene		Prepared by:			CH.CHANDRASHEKAR REDDY					
Report From / To 20-11-			2022 to 25-11-20	Approved by:			Syed golam sarwar					
Report Date		26-11-2										
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	Serial no of		Item Description				Reason for not preparing PO/WO#			
			item in Req									
-	-		-	i -			-					
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:												
Req No. Req Date		Date	Serial no of		Item Description			Details of discussion with supplier <sup>\$</sup>				
			item in Req.									
150656	24-11-2022		- Station		ary item			Supplier is arranging				
-	-							-				
											1	
									K			
No. of gate pa			veek:	Nil		From No.	Tol	٧o.				
Delivery van site visit on:			17-11-20						•			
Inward report (MRN/other) &			stock report ema	format to purchase?			Yes / No					
Items not ord	ered but 1	eceived	:									
Other correct	ions & re	marks:	-									
Details of ste	el & cem	ent stock	(									
Sl. No	Tor size		Wt per mtr Wt. for 12		mtr Stock at site S		Sto	Stock at site in		Previous stock in Kgs		
			kgs	rod – kgs		- no of rods Kg		<b>Zgs</b>				
1.	8mm		.395		4.74	-	-		-			
2.	10mm		.617		7.404	-	-		-			
3.	12mm		.89	2 5	10.68	-	-	-		-		
4.	16mm		1.58		18.96	-	<i>-</i>	-		-		
5.	20mm		2.47		29.64	-	-	-		-		
6.	25mm		3.86	4	46.32	-	-	-		Y <b>-</b>		
7.	32mm	•	6.32	75.84		-	-			-		
8.	Binding	wire										
OPC stock	nil		OPC last	nil		PPC/PSC nil		l P		PC/PSC last	nil	
			weeks stock	veeks stock		stock				weeks stock		
Details			Project Manager		Admin Officer/M		/Ma			Admin Audit		
Sign												
Date								4				

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

