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

Company:		MODI FARM HOUSE(HYD)			Date:		22-07-2023				
Site: Seren		Serene	farms		Prepared by:		CH.CHANDRASHEKAR REDDY				
		16-07-2	2023 to 21-07-2023		Approved by:		Syed golam sarwar				
		22-07-2			· · · · · · · · · · · · · · · · · · ·						
List of requisi	tions nu	mbers mi	issing in the repo	rt*:							
List of requisitions where PO/WO not prepared 3 working days after requisition:											
Req No.			Serial no of item in Req	It	lem De	Reason for not preparing PO/WO					
			-	-	-						
	\top										
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:											
		q Date			Item Description			Details of discussion with supplier\$			
			item in Req.	tem in Req.							
			-								
-	-										
	+										
			 								
	+		-								
No. of gate passes issued this		ued this s	veek:	Nil	Т	From No.	To N	lo.			
Delivery van site visit on:					23	Trom No.					
Inward report	other) &	stock report ema		ed in pdf format to purchase?			Yes / No				
Items not ordered but received:											
Other correct											
Details of stee	-		(
Sl. No Tor size			Wt per mtr	Wt. for 12 mtr rod – kgs		Stock at site	Stock at site in		Previous stock in Kgs		
			kgs			no of rods	Kgs				
1.	8mm		.395	4.74		-	<u>-</u>		-		
2.	10mm		.617	7.404		-	•		ļ		
3.	12mm		.89	10.68		•	-		-		
4.	16mm		1.58	18.96		-	-		ļ•		
5.	20mm		2.47	29.64		-	-		-		
6.	25mm		3.86	46.32		-	•		•		
7.	32mm		6.32	75.84		•	-		•		
8.	Bindin	g wire	OPC In the	nil	-+	PPC/PSC	nil	PE	PC/PSC last nil		
OPC stock	nil	ĺ	OPC last	nu	- 1	stock	''''		eeks stock		
			Weeks stock			Admin Officer	r/Manager		dmin Audit		
Details			Project Manager			Aumin Officer/Manager		Admin Addit			
Sign					_						
Date				2 61	this senset to mucch	Om adiaman diam		ashaira@mattiasanastias.com and			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and relative 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 & 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. U. Reddy

Admin office.

Modi Farm House (Hyd) 11

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

			Serene construction llp		Date:			22-07-2023			
Site: Serene		Serene			Prepared by:		CH.CHANDRASHEKAR REDDY				
Report From / To 16-07-			2023 to 21-07-20	23	Approved by:		Syed go	Syed golam sarwar			
Report Date		22-07-2	2023				T		1		
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 Descript					eason fo	on for not preparing PO/WO#		
		item in Req			1.000			1 1 0			
		-									
List of requis	itions wh	ere PO/	WO is prepared a	ind items ha	ave not	been received	at site bevor	nd the le	ead time:		
Req No. Req Date			Serial no of			Description			ails of discussion with suppliers		
			item in Req.								
No. of gate passes issued this week:			Nil								
Delivery van site visit on:					09-06-2023						
Inward report (MRN/other) & st				iled in pdf	format	to purchase?			Yes / No		
Items not ord			l:								
Other correct	tions & re	marks:									
Details of ste				,							
SI. No	Tor size		Wt per mtr	Wt. for 12 mtr rod – kgs		Stock at site	Stock at si	te in	Previous stock in Kgs		
			kgs			- no of rods	Kgs				
1.	8mm		.395		4.74	-	-		-		
2.	10mm		.617		7.404	-	-		-		
3.	12mm			10.68		-	-		-		
4.	16mm				18.96	-	-		-		
5.	20mm		2.47		29.64	-	-				
6.	25mm		3.86		46.32	-			•		
7.	32mm		6.32		75.84	-	-		-		
8.	Binding	g wire									
OPC stock	nil		OPC last	nil		PPC/PSC	nil		PC/PSC last nil		
			weeks stock			stock			eeks stock		
Details			Project Manager			Admin Officer/Manager			dmin Audit		
Sign											
Date						1					

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>raikumarn@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 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 Reddy

Mod Farm House (Hyd)