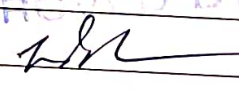


*** Remarks from site on the 'Requisition by Site Report' of purchase division**

Company Site		Crescentia Labs Pvt Ltd		Date		27 04 24	
Report From / To		GV One		Prepared by		Bhavani	
Report Date		13 04 24 to 20 04 24		Approved by		Suhba Reddy	
List of requisitions numbers missing in the report :-							
List of requisitions where PO/AVO not prepared 3 working days after requisition.							
Req No	Req Date	Serial no of item in Req	Item Description			Reason for not preparing PO/WO*	
nill		nill					
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
PO No	Req Date	Serial no of item in Req	Item Description			Details of discussion with supplier.	
Nill		Nill					
No. of gate passes issued this week:							
Delivery van site visit on:			From No.		-	To No.	-
Inward report (MRN/other) & stock report emailed in pdf format to purchase?							
Items not ordered but received:						Yes / No	
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	0.395	4.74	3797	18000	23000	
2.	10mm	0.62	7.44	672	5000	6000	
3.	12mm	0.89	10.68	374	4000	5000	
4.	16mm	1.58	18.96	580	11000	12000	
5.	20mm	2.47	29.64	506	15000	22000	
6.	25mm	3.85	46.2	346	16000	18000	
7.	32mm	6.32	75.84	13	1000	1000	
8.	Binding wire	-		-	-	400kgs	
9OPC stock		OPC last weeks stock		PPC/PSC stock	240	PPC/PS C last weeks stock	450
Details		Project manager		Admin Officer/Manager		Admin Audit	
Sign							
Date							

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