

Site Report Material Requirement

Company	Crescentia Labs Pvt Ltd		Date	25 11 23		
Site	GV One		Prepared by	Bhavani		
Report From / To	18 11 23 to 25 11 23		Approved by:	Subba Reddy		
Report Date	25.11.23					
List of items that require SKU:						
List of requisitions where PO/WO not prepared after 3 working days of requisition:						
Req No.	Req Date	Serial no of item in Req	Item Description	Coordinate with purchase /procurement and give reason for delay		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
PO No.	PO Date	Serial no of item in PO.	Item Description	Details of discussion with supplier & expected date of delivery		
No. of gate passes issued this week:			From No.	To No.		
Delivery van site visit on:						
Items not ordered but received:						
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 tons	Previous weeks stock in tons
1.	8mm	.395	4.74	633	3000	7000
2.	10mm	.617	7.404	270	2000	4000
3.	12mm	.89	10.68	562	6000	8000
4.	16mm	1.58	18.96	158	3000	6000
5.	20mm	2.47	29.64	135	4000	9000
6.	25mm	3.86	46.32	43	2000	8000
7.	32mm	6.32	75.84	13	1000	1000
8.	Binding wire	-				600
OPC stock		OPC last weeks stock		PPC/PSC stock	250	PPC/PSC last weeks stock
Details	Prepared by		Project Manager			
Sign	Bhavani					
Date	25-11-23		S.V. Subba Reddy			

Notes: 1. For missing SKUs send email to procurement@modiproperties.in and post on purchase construction viber group. 2. Send this report to purchase@modiproperties.com, janaki@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engineers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase to send reply to this report before next Saturday. 6. Zoom meeting to be held with purchase coordinator, site and purchase division once a week to discuss this report.