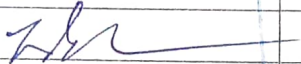


1 Remarks from site on the 'Requisition by Site Report' of purchase division

Company Site	Crescentia Labs Pvt Ltd GV One	Date Prepared by	17 02 24 Bhavani
Report From / To	03 02 24 to 10 02 24	Approved by	Subba Reddy
Report Date	17 02 24		
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 in Req.	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		
20240124027	24-01-24	1	Safety net	Waiting for material		
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?			Yes / No			
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 Kgs	Previous stock in Kgs
1.	8mm	0.395	4.74	1477	25060	8000
2.	10mm	0.62	7.44	135	25060	5000
3.	12mm	0.89	10.68	562	14040	4000
4.	16mm	1.58	18.96	210	23060	5000
5.	20mm	2.47	29.64	405	29990	nill
6.	25mm	3.85	46.2	173	20970	6000
7.	32mm	6.32	75.84	14	1000	1000
8.	Binding wire	-		-	900	1000
9OPC stock		OPC last weeks stock		PPC/PS stock	13	PPC/PS C last weeks stock 130
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, ashaya@modiproperties.com and rajkumam@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 DC's / 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!