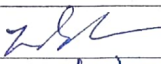


+ Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Crescentia Labs Pvt Ltd	Date:	27.03.23			
Site:	GV One	Prepared by:	Tanya			
Report From / To	19.03.23 to 25.03.23	Approved by:	Subba Reddy			
Report Date	27.03.23					
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.	Item Description	Reason for not preparing PO/WO"		
20230321016	21.03.23	2	Laptop charger and laptop bags	Po to be issue		
20230320035	20.03.23	2	GI Pole and GI pole ring	Po to be issue		
20230313030	13.03.23	1	Coffee machine	Po to be issue		
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 in Req.	Item Description	Details of discussion with supplier.		
20230314010	14.03.23	1	1.5 Ton AC	Material will be deliver Tuesday		
No. of gate passes issued this week:						
Delivery van site visit on:		25.03.23	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	478	2270	-
2.	10mm	0.62	7.44	161	1200	-
3.	12mm	0.89	10.68	140	1500	-
4.	16mm	1.58	18.96	91	1738	-
5.	20mm	2.47	29.64	76	2256	-
6.	25mm	3.85	46.2	55	2556	-
7.	32mm	6.32	75.84	41.46	3145	-
8.	Binding wire	-		-	400	-
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PS C last weeks stock
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign						
Date		27/3/2023				

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