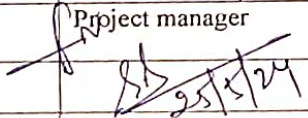


+ Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Crescentia Labs Pvt Ltd	Date:	25.05.24	
Site:	GV One	Prepared by:	Bhavani	
Report From / To	18.05.24 to 25.05.24	Approved by:	Subba Reddy	
Report Date	25.05.24			
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.	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.		
No. of gate passes issued this week:			From No.	- To No. -		
Delivery van site visit on:			-			
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	1266	6000	8200
2.	10mm	0.62	7.44	403	3000	3250
3.	12mm	0.89	10.68	nill	Nill	3160
4.	16mm	1.58	18.96	264	5000	7900
5.	20mm	2.47	29.64	nill	Nill	nill
6.	25mm	3.85	46.2	nill	Nill	8500
7.	32mm	6.32	75.84	nill	Nill	1000
8.	Binding wire	-		-	400kg	50kgs
9OPC stock		OPC last weeks stock		PPC/PSC stock	nill	PPC/PS C last weeks stock 350
Details			Project manager		Admin Officer/Manager	
Sign					Admin Audit	
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 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!