

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

Company:	GV Discovery center Pvt.Ltd	Date:	17.12.2022				
Site:	Genopolis	Prepared by:	P.Niharika				
Report From / To	10-12-2022 to 16-12-2022 (Saturday to Friday)	Approved by:	S.V.Subba Reddy/ K.Narsinga Rao				
Report Date	17-12-2022						
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 ^u			
-	-	-	-	-			
-	-	-	-	-			
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			
-	-	-	-	-			
No. of gate passes issued this week:			From No.	To No.			
Delivery van site visit on:		5					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes			
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	.395	4.74	300	1422kgs	511kgs	
2.	10mm	.617	7.404	-	-	6008kgs	
3.	12mm	.89	10.68	130	1338kgs	1500kgs	
4.	16mm	1.58	18.96	250	4740kgs	3507kgs	
5.	20mm	2.47	29.64	35	1037kgs	1037kgs	
6.	25mm	3.86	46.32	195	9032kgs	20288kgs	
7.	32mm	6.32	75.84	31	2350 kgs	23157kgs	
8.	Binding wire				0	-	
OPC stock		OPC last weeks stock		PPC/PSC stock	510	PPC/PSC last weeks stock	550
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign	S.V. Subba Reddy		P.Niharika				
Date	17-12-2022		17-12-2022		17-12-2022		

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!