

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

Company:	Crescentia Labs Pvt Ltd	Date:	26.12.2022
Site:	GV One	Prepared by:	Ansari
Report From / To	18-12-22 to 24-12-22	Approved by:	Subba Reddy
Report Date	26.12.2022		
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.	Reason for not preparing PO/WO#
195053	04.08.2022	1	Rubber speed breaker
195095	09.11.2022	1	Mild steel cuplock
195119	17.12.22	1	Smart phone
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
195088	06.11.22	1	FRP tadaka
195116	10.12.22	1	Roofing sheet
195120	20.12.22	1	PVC Drum
195124	195124	8	HDPE Pipe, B class pipe, etc
No. of gate passes issued this week:		From No.	To No.
Delivery van site visit on:		24.12.2022	
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
1.	8mm	0.395	4.74
2.	10mm	0.62	7.44
3.	12mm	0.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.85	46.2
7.	32mm	6.32	75.84
8.	Binding wire	-	-
OPC stock		OPC last weeks stock	PPC/PSC stock
Details	Project manager		Admin Officer/Manager
Sign			
Date	26/12/2022		

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