

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

Company:	GV Discovery center Pvt.Ltd	Date:	07-01-2023				
Site:	Genopolis	Prepared by:	P.Niharika				
Report From / To	31-12-22 to 06-01-2023 (Saturday to Friday)	Approved by:	S.V.Subba Reddy/ K.Narsinga Rao				
Report Date	07-01-2023						
List of requisitions numbers missing in the report: 196329,196330,196331,196332,196334,196335,196336							
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#			
-	-	-	-	-			
-	-	-	-	-			
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	4.50	255	11475kgs	1350kgs	
2.	10mm	.617	7.50	0	0kgs	0kgs	
3.	12mm	.89	10.67	120	12804kgs	1338kgs	
4.	16mm	1.58	18.96	1292	24572kgs	34507kgs	
5.	20mm	2.47	29.63	107	3170kgs	3170kgs	
6.	25mm	3.86	46.30	195	9032kgs	9032kgs	
7.	32mm	6.32	75.71	0	0 kgs	0kgs	
8.	Binding wire				0	-	
OPC stock		OPC last weeks stock		PPC/PSC stock	431	PPC/PSC last weeks stock	459
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign	S.V. Subba Reddy		P.Niharika				
Date	07-01-2023		07-01-2023		07-01-2023		

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