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

Company:	Crescentia Labs Pvt Ltd	Date:	02-01-2023
Site:	GV One	Prepared by:	Bhavani
Report From / To	24.12.22 to 30.12.22	Approved by:	Subba Reddy
Report Date	02-01-2023		

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#
195121	17.12.22	1	Electric tester	Po to be issue
195125	26.12.22	2	Bamboo ladder	Po to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

195116	10.12.22	1	Roofing sheet	Material will be deliver wednesday
195120	20.12.22	1	PVC Drum	Material will be deliver wednesday
195119	17.12.22	1	Smart phone	Material will be deliver wednesday

No. of gate passes issued this week:		From No.	-	To No.	-
Delivery van site visit on:	25.12.2022					
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	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	0.395	4.74	96	459	657
2.	10mm	0.62	7.44	77	574	820
3.	12mm	0.89	10.68	55	592	846
4.	16mm	1.58	18.96	30	584	835
5.	20mm	2.47	29.64	28	838	1198
6.	25mm	3.85	46.2	47	2198	3140
7.	32mm	6.32	75.84	8	624	892
8.	Binding wire	-	-	-	70	300

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	[signature]		
Date	02/01/2023		

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