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

Company Site	Crescentia Labs Pvt Ltd GV One	Date Prepared by	27 04 24 Bhavani
Report From / To	13 04 24 to 20 04 24	Approved by	Subba Reddy
Report Date	27 04 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.
Nill				
		Nill	-	-

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	3797	18000	23000
2.	10mm	0.62	7.44	672	5000	6000
3.	12mm	0.89	10.68	374	4000	5000
4.	16mm	1.58	18.96	580	11000	12000
5.	20mm	2.47	29.64	506	15000	22000
6.	25mm	3.85	46.2	346	16000	18000
7.	32mm	6.32	75.84	13	1000	1000
8.	Binding wire	-		-	-	400kgs

9OPC stock		OPC last weeks stock		PPC/PSC stock	240	PPC/PSC last weeks stock	450

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY		
Date			

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