23 03 24

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

Company Site	Crescentia Labs Pvt Ltd GV One	Date Prepared by	13.04.24 Bhavani
Report From / To	06.04.24 to 13.04.24	Approved by	Subbha Reddy
Report Date	13.04.24		

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.
20240410009	08.04.2024	1	Myk-chemical	-
20240406059	06.04.2024	1	Security kiosk glass	Delivered in next week
20240405045	05.04.2024	1	Water cans	-
20240403026	03.04.2024	1	AL Windows	-
20240328033	28.03.2024	1	Helmets	-
20240325014	25.03.2024	1	Cable tray	-
20240325013	25.03.2024	1	HT Cable route marjker	-

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	4852	23000	43000
2.	10mm	0.62	7.44	806	6000	18000
3.	12mm	0.89	10.68	468	5000	5000
4.	16mm	1.58	18.96	632	12000	24000
5.	20mm	2.47	29.64	742	22000	34000
6.	25mm	3.85	46.2	389	18000	29000
7.	32mm	6.32	75.84	13	1000	1000
8.	Binding wire	-		-	400kgs	1250kgs
9OPC stock		OPC last weeks stock		PPC/PSC stock	450	PPC/PSC last weeks stock: 205

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY [signature]		
Date	13|4|2024		

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