

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

Company:	Crescentia Labs Pvt Ltd	Date:	08.07.23
Site:	GV One	Prepared by:	Bhavani
Report From / To	1.07.23 to 08.07.23	Approved by:	Subba Reddy
Report Date	08.07.23		
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
20230505040	05.05.23	1	Coffee machine
			Po to be issue
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
20230512019	12.05.23	1	Laptop bag
20230513022	13.05.23	3	Nitobond ep bonding agent
			Material yet to receive
			Material yet to receive
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
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	-	-
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
8017	38000	10000	
2016	15000	nill	
1404	15000	nill	
1055	20000	nill	
1019	30210	nill	
814	37620	8000	
-	nill	nill	
-	1250	775	
OPC stock		OPC last weeks stock	PPC/PSC stock
			PPC/PS C last weeks stock
Details	Project manager		Admin Officer/Manager
Sign	APPROVED BY		Admin Audit
Date	08 JUL 2023		

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