

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

Company:	Crescentia Labs Pvt Ltd	Date:	22.07.23
Site:	GV One	Prepared by:	Bhavani
Report From / To	15.07.23 to 22.07.23	Approved by:	Subba Reddy
Report Date	22.07.23		
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
			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:			
PO No.	Req Date	Serial no of item in Req.	Item Description
			Details of discussion with supplier.
20230513022	13.05.23	3	Nitobond ep bonding agent
			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
			Stock at site - no of rods
			Stock at site in Kgs
			Previous stock in 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	-	-
OPC stock		OPC last weeks stock	PPC/PSC stock
			PPC/PS C last weeks stock
Details	Project manager		Admin Officer/Manager
Sign			Admin Audit
Date			

Notes: 1. * Send a copy of the missing requisitions to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumari@modiproperties.com on every Saturday. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumari@modiproperties.com on every Saturday. 3. Project manager 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!