

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

Company	Crescentia Labs Pvt Ltd	Date	28 08 23			
Site	GV One	Prepared by	Bhavani			
Report From / To	19 08 23 to 26 08 23	Approved by	Subba Reddy			
Report Date	28 08 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.	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	Details of discussion with supplier			
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	7595	9000 750	12000
2.	10mm	0.62	7.44	2016	6000 2000	7000
3.	12mm	0.89	10.68	1404	6000 1500	7000
4.	16mm	1.58	18.96	685	4000 1500	5000
5.	20mm	2.47	29.64	682	15000 12000	30000
6.	25mm	3.85	46.2	706	10000 8000	14000
7.	32mm	6.32	75.84	-	2000 1000	4000
8.	Binding wire	-		-	500 200	600
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PS C last weeks stock
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign		28 AUG 2023				
Date		28/8/2023				

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

8-7500
10-1000
12-6000
16-4000
20-12000
25-8000
32-10000