

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

Company	Crescentia Labs Pvt Ltd		Date	06.09.23		
Site	GV One		Prepared by	Bhavani		
Report From / To	26.08.23 to 02.09.23		Approved by:	Subba Reddy		
Report Date	06.09.23					
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.		
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	1477	7000 ✓	9000
2.	10mm	0.62	7.44	135	1000	6000
3.	12mm	0.89	10.68	562	6000	6000
4.	16mm	1.58	18.96	210	4000	4000
5.	20mm	2.47	29.64	405	12000 ✓	15000
6.	25mm	3.85	46.2	173	8000 ✓	10000
7.	32mm	6.32	75.84	14	1000	2000
8.	Binding wire	-		-	375	500
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PS C last weeks stock
Details	Project manager			Admin Officer/Manager	Admin Audit	
Sign						
Date						

APPROVED BY

06 SEP 2023
S.V. Subba Reddy
Project Manager

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