

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

Company	Crescentia Labs Pvt Ltd	Date	11 09 23
Site	GV One	Prepared by:	Bhavani
Report From / To	02 09 23 to 09 09 23	Approved by:	Subba Reddy
Report Date	11 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
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
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			
SI 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	
1477	7000	7000	
135	1000	1000	
562	6000	6000	
210	4000	4000	
405	10000	12000	
173	8000	8000	
14	1000	1000	
-	250	375	
OPC stock	OPC last weeks stock	PPC/PSC stock	PPC/PS C last weeks stock
Details	Admin Officer/Manager		Admin Audit
Sign			
Date			

APPROVED BY
Project manager

11 SEP 2023

S.V. Subba Reddy

Notes: 1. * Send a copy of the missing requisition to purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumar@modiproperties.com on every Saturday. 3. Admin officers 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!