

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

Company	Crescentia Labs Pvt Ltd	Date	16 09 23
Site	GV One	Prepared by	Bhavani
Report From / To	09 09 23 to 16 09 23	Approved by	Subba Reddy
Report Date	16 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	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
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	3000	4000	
405	10000	10000	
173	8000	8000	
14	1000	1000	
-	225	250	
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			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumar@modiproperties.com on every Saturday. 3. Admin Offices do 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 officer/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!