

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

Company	Crescentia Labs Pvt Ltd	Date	16.12.23
Site	GV One	Prepared by:	Bhavani
Report From / To	09.12.23 to 16.12.23	Approved by:	Subba Reddy
Report Date	16.12.23		
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*

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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	33000 23000	7000	
2.	10mm	0.62	7.44	135	10090 8500	1000	
3.	12mm	0.89	10.68	562	8920 7000	6000	
4.	16mm	1.58	18.96	210	15020 13000	3000	
5.	20mm	2.47	29.64	405	40110 30000	10000	
6.	25mm	3.85	46.2	173	24060 21000	8000	
7.	32mm	6.32	75.84	14	1000	1000	
8.	Binding wire	-	-	-	75 900	225	
9OPC stock		OPC last weeks stock		PPC/PSC stock	385	PPC/PS C last weeks stock	580
Details				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 rajikumar@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 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!