

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

Company	Crescentia Labs Pvt Ltd	Date	06.01.24
Site	GV One	Prepared by:	Bhavani
Report From / To	30.12.23 to 06.01.24	Approved by:	Subba Reddy
Report Date	06.01.24		
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.		
20231129032	29-nov	1	Scaffolding material	Delivered by next week		
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	12050	18000
2.	10mm	0.62	7.44	135	4000	6000
3.	12mm	0.89	10.68	562	5000	6000
4.	16mm	1.58	18.96	210	7000	10000
5.	20mm	2.47	29.64	405	18000	25000
6.	25mm	3.85	46.2	173	12000	18000
7.	32mm	6.32	75.84	14	1000	1000
8.	Binding wire	-		-	250	600
9OPC stock		OPC last weeks stock		PPC/PSC stock	100	PPC/PS C last weeks stock 150
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign						
Date		6/1/24				

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