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

Company	Crescentia Labs Pvt Ltd	Date	20.01.24
Site	GV One	Prepared by	Bhavani
Report From / To	06.01.24 to 13.01.24	Approved by	Subba Reddy
Report Date	20.01.24		

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	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	10000	12050
2.	10mm	0.62	7.44	135	3000	4000
3.	12mm	0.89	10.68	562	5000	6000
4.	16mm	1.58	18.96	210	6000	7000
5.	20mm	2.47	29.64	405	14000	18000
6.	25mm	3.85	46.2	173	10000	12000
7.	32mm	6.32	75.84	14	1000	1000
8.	Binding wire	-		-	150	250
9OPC stock		OPC last weeks stock		PPC/PSC stock	100	PPC/PSC last weeks stock 150

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign			
Date	APPROVED BY		

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