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

Company	Crescentia Labs Pvt Ltd	Date.	03.02.24
Site	GV One	Prepared by	Bhavani
Report From / To	27.01.24 to 03.02.24	Approved by	Subba Reddy
Report Date	03.02.24		

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#
nill		nill	-	-

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
20240109039	09-01-24	1	Scaffolding material	Waiting for material
20240127026	27-01-24	1	Ms jbolts	Waiting for advance payment
20240124027	24-01-24	1	Safety net	Waiting for material
20240106004	06-01-24	1	Skin door	Waiting for material
20240124019	24-01-24	2	2.5&1.5 electrical copper cables	Waiting for material

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	8000 6000	13000
2.	10mm	0.62	7.44	135	5000 4000	8050
3.	12mm	0.89	10.68	562	4000	7090
4.	16mm	1.58	18.96	210	5000 2000	12190
5.	20mm	2.47	29.64	405	nill	8800
6.	25mm	3.85	46.2	173	6000 nill	11990
7.	32mm	6.32	75.84	14	1000	1000
8.	Binding wire	-		-	1000	150

9OPC stock		OPC last weeks stock		PPC/PSC stock	130	PPC/PSC last weeks stock	250

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign			
Date	8/02/2024		

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