

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

Company	Crescentia Labs Pvt Ltd	Date	24.02.24
Site	GV One	Prepared by:	Bhavani
Report From / To	17.02.24 to 24.02.24	Approved by:	Subba Reddy
Report Date	24.02.24		
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.	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.		
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	3164	15000/10000	20000
2.	10mm	0.62	7.44	2150	16000/10000	20000
3.	12mm	0.89	10.68	1123	12000/10000	14040
4.	16mm	1.58	18.96	633	12000/9000	18000
5.	20mm	2.47	29.64	1184	35100/35000	17000
6.	25mm	3.85	46.2	260	12000/10300	15000
7.	32mm	6.32	75.84	13	1000/1000	1000
8.	Binding wire	-		-	575/125	1075
9OPC stock		OPC last weeks stock		PPC/PSC stock	75	PPC/PS C last weeks stock 273
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign S.V. Subba Reddy						
Date 24/02/24						

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