

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

Company:	DR.NRK Biotech Pvt Ltd	Date:	27.05.2023			
Site:	Nextopolis	Prepared by:	S.Shravya			
Report From / To	22.05.23 to 27.05.2023	Approved by:	P.Sai kumar			
Report Date	27.05.2023					
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		
20230510036	10.05.2023	01	Open storage unit	Po to be issued		
186571	08.03.2023	01	Coffee machine	Po not issued		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier.		
01	23.05.2023	03	Tile adhesive	Ready with supplier		
01	19.05.2023	01	Laptop adaptor	Ready with supplier		
No. of gate passes issued this week:			From No.	To No.		
Delivery van site visit on:			27.05.2023			
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	.395	4.74	121	573	573
2.	10mm	.617	7.404	100	740	740
3.	12mm	.89	10.68	-	-	-
4.	16mm	1.58	18.96	15	284	284
5.	20mm	2.47	29.64	26	800	800
6.	25mm	3.86	46.32	10	500	500
7.	32mm	6.32	75.84		-	-
8.	Binding wire				500	500
OPC stock		OPC last weeks stock		PPC/PSC stock	600	PPC/PS C last weeks stock
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign		<i>P. Sai Kumar</i>		S.Shravya		
Date		27.05.2023		27.05.2023		27.05.2023

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