

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

Company:	Crescentia Labs Pvt Ltd	Date:	18.05.24
Site:	GV One	Prepared by:	Bhavani
Report From / To	11.05.24 to 18.05.24	Approved by:	Subba Reddy
Report Date	18.05.24		

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"
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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.

No. of gate passes issued this week:

Delivery van site visit on:	-	From No.	-	To No.	-
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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	1730	8200	9000
2.	10mm	0.62	7.44	436	3250	3960
3.	12mm	0.89	10.68	295	3160	3960
4.	16mm	1.58	18.96	416	7900	8500
5.	20mm	2.47	29.64	nill	nill	8500
6.	25mm	3.85	46.2	183	8500	9000
7.	32mm	6.32	75.84	13	1000	1000
8.	Binding wire	-		-	50kgs	400kg

9OPC stock		OPC last weeks stock		PPC/PSC stock	350	PPC/PS C last weeks stock	-
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Details	Project manager	Admin Officer/Manager	Admin Audit
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Sign			
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Date			
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Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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. S 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!