

Construction Division - Material Requirement – Site Report

Company:	Summit sales LLP	Date:	21.10.2023			
Site:	SSLLP@GV	Prepared by:	Divya k			
Report From / To	16.10.2023 to 21.10.2023	Approved by:	Praveen.B			
Report Date	21.10.2023					
List of items that require SKU : Nil						
List of requisitions where PO/WO not prepared after 3 working days of requisition:						
Req No.	Req Date	Serial no of item in Req	Item Description	Coordinate with purchase /procurement and give reason for delay.		
20230822006	22.08.2023	01	Toughened glass (glass for hose for double door)	Procurement has to discuss with purchase and make PO		
20230829013	29.08.2023	03,04,05	Cleaning material	Online purchase		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
PO No.	PO Date	Serial no of item in PO.	Item Description	Details of discussion with supplier & expected date of delivery		
20230904035	04.09.2023	05	SS threaded bush	Material ready with supplier MEP team has to conform.		
20230904033	04.09.2023	06,07	SS flanges and Dummy	Part material received balance material yet to receive		
20230916065	04.09.2023	01	SS pipe nipples	Material ready with supplier yet to receive		
20231018027	18.10.2023	01	Nut bolts	Material ready with supplier yet to receive		
20231017036	17.10.2023	01,02,03	Nut bolts	Material ready with supplier yet to receive		
No. of gate passes issued this week:			From No.	Nil To No. Nil		
Delivery van site visit on:		21.10.2023				
Items not ordered but received: Nil						
POs to be cancelled – material not required /incorrectly made: Nil						
Approved POs – part/full material received – MRN not uploaded: Nil						
PO to be closed – part material received – further material not required/will be ordered by new requisition: Nil						
Other corrections & remarks: Nil						
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 tons	Previous weeks stock in tons
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details		Prepared by		Project Manager		
Sign		Divya		Praveen		
Date		21/10/2023		21/10/23		

Notes: 1. For missing SKUs send email to procurement@modiproperties.in and post on purchase construction viber group. 2. Send this report to purchase@modiproperties.com, janaki@modiproperties.com and audit@modiproperties.com on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engineers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase to send reply to this report before next Saturday. 6. Zoom meeting to be held with purchase coordinator, site and purchase division once a week to discuss this report.