

Site Report Material Requirement.

Company:	Summit Sales LLP	Date:	28.10.2023			
Site:	SSLLP @ GV	Prepared by:	Divya K			
Report From / To	23-10-2023 to 28-10-2023	Approved by:	Praveen. B			
Report Date	28.10.2023					
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.		
20230829013	29-08-2023	3 to 5	Cleaning material	Online order		
20230822006	22-08-2023	01	Toughened glass	PO not done by Procurement team		
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, KS Raju to collect		
20230904033	04-09-2023	6 & 7	SS Flanges, SS Dummy flanges	Material not ready with supplier		
20230916065	04-09-2023	01	SS Nipple	Material not ready with supplier		
20231019038	19-10-2023	1 to 4	Paints	Material ready with supplier, KS Raju to collect		
20231017036	17-10-2023	01 to 03	Hardware Nuts and Bolts	Material ready with supplier, KS Raju to collect		
20231018027	18-10-2023	01	Nuts and Bolts	Material ready with supplier, KS Raju to collect		
20231018028	18-10-2023	01 & 02	Threaded nipples	Material ready with supplier, KS Raju to collect		
20231025011	25-10-2023	01	Gazette Plates	Material ready with supplier, KS Raju to collect		
No. of gate passes issued this week:		From No.		To No.		
Delivery van site visit on: 05-10-2023						
Items not ordered but received: Nil						
Other corrections & remarks: Please close PO, Material not required						
Details of steel & cement stock: Nil						
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.						
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Prepared by		Project Manager			
Sign	Divya. K		Praveen B			
Date	28.10.2023		28.10.2023			

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 rajumarn@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.