

Construction Division - Material Requirement – Site Report

Company:		Summit sales LLP		Date:		04.11.2023	
Site:		SSLLP@GV		Prepared by:		Divya k	
Report From / To		30.10.2023 to 04.11.2023		Approved by:		Praveen.B	
Report Date		04.11.2023					
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.			
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.			
20231018028	18.10.2023	1&2	MS nipple , MS threaded socket	Material ready with supplier yet to receive			
20231018029	18.10.2023	01	MS bolts	Material ready with supplier yet to receive			
20231025011	25.10.2023	01	MS gazette plate	Material ready with supplier yet to receive			
20231030053	30.10.2023	01 to 02	Anchor bolt, U clmps ,channel brackets	Material ready with supplier yet to receive			
No. of gate passes issued this week:							
Delivery van site visit on:				From No.	Nil	To No.	Nil
				03.11.2023			
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							
Date							

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.