

Site Report Material Requirement.

Company:	Summit Sales LLP	Date:	18.11.2023				
Site:	SLLP @ GV	Prepared by:	Divya K				
Report From / To	13-11-2023 to 18-11-2023	Approved by:	Praveen. B				
Report Date	18.11.2023						
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.			
20231106002	06-11-2023	1 to 3	Cleaning material	Online order			
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			
No. of gate passes issued this week:			From No.	To No.			
Delivery van site visit on: 17-11-2023							
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		18.11.2023		18.11.2023			

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 rjkumarn@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.

18/11/23