

Site Report Material Requirement.

Company:		Summit Sales LLP		Date:	02-12-2023	
Site:		SSLLP @ GV		Prepared by:	Divya.K	
Report From / To		27-11-2023 to 02-12-2023		Approved by:	Praveen. B	
Report Date		02-12-2023				
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		
20231121044	21-11-2023	01	GI Flat 25mmx3tmm	Material ready with supplier, KS Raju to collect		
20231127029	27-11-2023	01	GI Flat 25mmx3tmm	Material ready with supplier, KS Raju to collect		
No. of gate passes issued this week:			From No. Nil		To No.	Nil
Delivery van site visit on: 27-11-2023						
Items not ordered but received: Nil						
Other corrections & remarks: Nil						
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		02.12.2023	02.12.2023			

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 rajakumarn@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.