

Construction Division - Material Requirement – Site Report

Company:	Summit sales LLP	Date:	02.03.2024
Site:	SSLLP@GV	Prepared by:	Divya k
Report From / To	26.02.2024 to 02.03.2024	Approved by:	Praveen.B
Report Date	02.03.2024		

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
20240228024	28.02.2024	01	MS gazette plate	Material to be ready yet to receive
20240207025	07.02.2024	1to5	U clamps	Material to be ready yet to receive
20240219032	19.02.2024	1,2	GI nuts	Material to be ready yet to receive
20240227039	27.02.2024	01	Anchor bolt	Material to be ready yet to receive
20240228017	28.02.2024	1,2&3	GI nut bolt	Material to be ready yet to receive
20240228015	28.02.2024	1,2&3	U clamps	Material to be ready yet to receive
20240229024	29.02.2024	1,2&3	GI nut bolt	Material to be ready yet to receive

No. of gate passes issued this week:		From No.	Nil	To No.	Nil
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Delivery van site visit on: 02.03.2024

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.k		Praveen .B		
Date		17.02.2024		17.02.2024		

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.