

Construction Division - Material Requirement – Site Report

Company:	Summit sales LLP	Date:	03.02.2024			
Site:	SSLPP@GV	Prepared by:	Divya k			
Report From / To	29.01.2024 to 03.02.2024	Approved by:	Praveen.B			
Report Date	03.02.2024					
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:						
20240118012	18.01.2024	01	MS bolts	Material to be ready yet to receive		
20240201046	01.02.2024	01	Channel bracket	Material to be ready yet to receive		
20240201011	01.02.2024	1,2 &3	GI threaded rod	Material to be ready yet to receive		
20240201035	01.02.2024	1,2 &3	Paints	Material to be ready yet to receive		
20240131039	31.01.2024	1&2	MS bolts	Material to be ready yet to receive		
No. of gate passes issued this week:			From No.	Nil	To No.	Nil
Delivery van site visit on:		02.02.2024				
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		03.02.2024	03.02.2024			

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.