

Construction Division - Material Requirement - Site Report

Company:	Summit sales LLP	Date:	13.01.2024			
Site:	SSLLP@GV	Prepared by:	Divya k			
Report From / To	08.01.2024 to 13.01.2024	Approved by:	Praveen.B			
Report Date	13.01.2024					
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.		
20231106002	06.11.2023	01	Cleaning material	Online purchase		
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		
20231212024	12.12.2023	01	PUF saddle 250mm	Material yet to receive		
No. of gate passes issued this week:		From No.	Nil	To No.	Nil	
Delivery van site visit on:		12.01.2024				
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	13.01.2024			13.01.2024		

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.