

Site Report Material Requirement.

Company:	Summit Sales LLP	Date:	06-01-2024
Site:	SSLIP @ GV	Prepared by:	Divya.K
Report From / To	01-01-2024 to 06-01-2024	Approved by:	Praveen. B
Report Date	06-01-2024		

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	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:

[illegible]

No. of gate passes issued this week:	From No. Nil	To No.	Nil
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Delivery van site visit on: 05-01-2024

Items not ordered but received: Nil

Other corrections & remarks: Nil

Details of steel & cement stock: Nil

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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		06-01-2024		06-01-2024			

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 rajikumarn@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.