Construction Division - Material Requirement - Site Report

Site: MHTR@GV	Company: Mod			odi Housing Pvt. Ltd			Date:			07.10.2023				
List of items that require SKU: Nil	Site: MHT						Prepared by:			Divya k				
List of frequisitions where PO/WO not prepared after 3 working days of requisition: Req No. Req Date Serial no of item in Req Serial no of item Description Rey Done Serial no of item Description Coordinate with purchase /procurement and give reason for delay. Item Description Details of discussion with supplier & expected date of delivery 20240320031 Oz.10.2023 1 & Gl nut 8,10mm Material is ready with supplier, yet to receive. 20240322050 Oz.10.2023 1 to 15 Allu & copr Lugs Material is ready with supplier, yet to receive. Material is ready with supplier, yet to receive. Material is ready with supplier, yet to receive. Os. Os. Of gate passes issued this week: Os. Of Gate passes issued this week: Os. Os. Os.	Report From /	То	02.10.2	2023to 07.10.202	Approved by:			Praveen.B						
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List of requisitions where POWO is prepared and items have not been received at site beyond the lead time: PO No. PO Date Serial no of litem Description Details of discussion with supplier & expected date of delivery 20240320031 02.10.2023 1														
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20240326053 05.10.2023 1 to 3 Paints Material is ready yet receive														
20240326025 06.10.2023 1 to 15 Allu & copr Lugs Material is ready with supplier, yet to receive.		20240322050 02.10.2023		1		ed socl			Material is ready with supplier, yet to receive.					
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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 SI. No				veek:	05.10.2			N11 10 No.			NO.		N11	
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	Date			07.10.2023			07.10.2023							

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 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.