

Remarks from site on the 'Requisition by Site Report of purchase division

| Company:                                                                                                    | Modi Realty Miryalguda LLP | Date:                     | 28-03-2022              |                                     |             |        |      |
|-------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|-------------------------|-------------------------------------|-------------|--------|------|
| Site:                                                                                                       | AVR Gulmohar Homes         | Prepared by:              | Zakir                   |                                     |             |        |      |
| Report From / To                                                                                            | 22-03-22 to 28-03-2022     | Approved by:              |                         |                                     |             |        |      |
| Report Date                                                                                                 | 28-03-2022                 |                           |                         |                                     |             |        |      |
| List of requisitions numbers missing in the report:                                                         |                            |                           |                         |                                     |             |        |      |
| List of requisitions where PO/WO not prepared 3 working days after requisition:                             |                            |                           |                         |                                     |             |        |      |
| Req No.                                                                                                     | Req Date                   | Serial no of item in Req. | Item Description        | Reason for not preparing PO/WO      |             |        |      |
| 165580                                                                                                      | 11-02-2022                 | 1                         | Pressure Machine        | PO not issue                        |             |        |      |
| 165598                                                                                                      | 19-03-22                   | 1 to 2                    | Kitchen items           | PO not issue                        |             |        |      |
| 165600                                                                                                      | 19-03-22                   | 1 to 9                    | First Aid room items    | PO not issue                        |             |        |      |
| 165601                                                                                                      | 19-03-22                   | 1 to 23                   | Gym items               | PO not issue                        |             |        |      |
| 165608                                                                                                      | 19-03-22                   | 1 to 2                    | Swimming pool items     | PO not issue                        |             |        |      |
| 165609                                                                                                      | 19-03-22                   | 1 to 2                    | Society office items    | PO not issue                        |             |        |      |
| 165611                                                                                                      | 24-03-22                   | 1 to 4                    | Steel materials         | PO not issue                        |             |        |      |
| List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time: |                            |                           |                         |                                     |             |        |      |
| Req. No.                                                                                                    | Req. Date                  | Serial no of item in Req. | Item Description        | Details of discussion with supplier |             |        |      |
| 165577                                                                                                      | 18-02-22                   | 7                         | Wall mounted urinal     | wrong items received.               |             |        |      |
| 165584                                                                                                      | 01-03-22                   | 3 & 5                     | CP items for clubhouse  | Ready to supplies                   |             |        |      |
| 165597                                                                                                      | 19-03-22                   | 1 to 4                    | Banquet hall items      | 15% received                        |             |        |      |
| 165599                                                                                                      | 19-03-22                   | 1 to 16                   | Creche items            | Ready to supplies                   |             |        |      |
| 165602                                                                                                      | 19-03-22                   | 1 to 11                   | Recreation items        | Ready to supplies                   |             |        |      |
| 165603                                                                                                      | 19-03-22                   | 1 to 2                    | Cafeteria               | Ready to supplies                   |             |        |      |
| 165604                                                                                                      | 19-03-22                   | 1 to 3                    | Playground Equipment    | Ready to supplies                   |             |        |      |
| 165605                                                                                                      | 19-03-22                   | 1 to 5                    | Housekeeping items      | Ready to supplies                   |             |        |      |
| 165606                                                                                                      | 19-03-22                   | 1 to 8                    | Light items             | 20% Received                        |             |        |      |
| 165607                                                                                                      | 19-03-22                   | 1 to 4                    | Toilet items            | 40% Received                        |             |        |      |
| 165612                                                                                                      | 24-03-22                   | 1 to 2                    | Paint materials         | Ready to supplies                   |             |        |      |
| 165613                                                                                                      | 25-03-22                   | 1 to 6                    | MS gates with materials | Ready to supplies                   |             |        |      |
| No. of gate passes issued this week:                                                                        |                            |                           | Have                    | From No.                            | 9914        | To No. | 9915 |
| Delivery van last site visit on:                                                                            |                            |                           | 24-03-2022              |                                     |             |        |      |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                 |                            |                           |                         |                                     |             | Yes    |      |
| DC register Sl.No. during the week                                                                          |                            |                           | From No.                | 15208                               | To No.      | 15213  |      |
| Items not ordered but received:                                                                             |                            |                           |                         |                                     |             |        |      |
| Other corrections & remarks: 165577-wall mounted urinal we have received wrong items.                       |                            |                           |                         |                                     |             |        |      |
| Details                                                                                                     | Project Manager            |                           | Admin Officer/Manager   |                                     | Admin Audit |        |      |
| Sign                                                                                                        |                            |                           |                         |                                     |             |        |      |
| Date                                                                                                        |                            |                           |                         |                                     |             |        |      |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajkanan@modiproperties.com](mailto:rajkanan@modiproperties.com) on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval input, 8. S Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!