

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

|                  |                         |              |           |
|------------------|-------------------------|--------------|-----------|
| Company:         | MRMLLP                  | Date:        | 4.09.2020 |
| Site:            | AGII                    | Prepared by: | P. Anitha |
| Report From / To | 29.08.2020 to 4.09.2020 | Approved by: |           |
| Report Date      | 4.09.2020               |              |           |

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 |
|---------|------------|---------------------------|-------------------------------|--------------------------------|
| 165005  | 21.05.2020 | 1 to 4                    | MS Telescopic pole material   | Po to be issue                 |
| 165055  | 11.07.2020 | 1 to 3                    | Red Gulmohar trees            | Po to be issue                 |
| 165099  | 24.08.2020 | 1                         | Swimmingpool filter equipment | Po to be issue                 |
| 165105  | 26.08.2020 | 1 to 9                    | PVC water fitting material    | Po to be issue                 |
| 165107  | 29.08.2020 | 1,2                       | Glass mosaic tiles            | Po to be issue                 |
| 165108  | 1.09.2020  | 1 to 13                   | wires                         | Po to be issue                 |
| 165109  | 3.09.2020  | 1,2                       | Bombay nails                  | Po to be issue                 |
| 165110  | 3.09.2020  | 1 to 3                    | Plastic gampa                 | Po to be issue                 |
| 165111  | 1.09.2020  | 1                         | A4 paper bundles              | Po to be 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     |
|---------|------------|---------------------------|--------------------|-----------------------------------------|
| 52963   | 1.05.2020  | 1 to 4                    | Bathroom tiles     | Will deliver next week                  |
| 52981   | 13.05.2020 | 2                         | gate               | Ready with supplier                     |
| 165004  | 21.05.2020 | 1                         | Carpet lawn        | Supplier not reachable                  |
| 165006  | 21.05.2020 | 1                         | L angle frame      | Ready with supplier                     |
| 165014  | 3.06.2020  | 1 to 4                    | Gulmohar trees     | Supplier not reachable                  |
| 165075  | 30.07.2020 | 1,2                       | Black granite      | Under fabrication                       |
| 165077  | 31.07.2020 | 1 to 8                    | Al.windows         | Ready with supplier                     |
| 165080  | 6.08.2020  | 1                         | MS railing         | Under fabrication                       |
| 165082  | 6.08.2020  | 1                         | Non return valve   | Supplier not reachable                  |
| 165087  | 11.08.2020 | 1 to 9                    | MS Gate & Railing  | Under fabrication                       |
| 165095  | 19.08.2020 | 1 to 6                    | Service saddle     | Supplier not reachable                  |
| 165102  | 26.08.2020 | 1 to 38                   | Villa CPVC         | Supplier Needs vehicle to send material |
| 165103  | 26.08.2020 | 1 to 37                   | Villa PVC          | Supplier Needs vehicle to send material |
| 165104  | 26.08.2020 | 1 to 8                    | Eco drain material | Supplier not reachable                  |

No. of gate passes issued this week: NILL From No. NILL To No. NILL

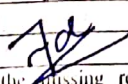
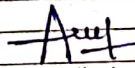
Delivery van last site visit on: 4.07.2020 (SALMAN)

Inward report (MRN/other) & stock report emailed in pdf format to Yes

DC register Sl.No. during the week From No. 11023 To No. 1672

Items not ordered but received: instead of wall cutting grinder machine we got rock cutting machine

Other corrections & remarks:

| 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 [rajkumar@modiproperties.com](mailto:rajkumar@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. \$ 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