

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com. 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 MJDs 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 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!

|                                                                                                             |                             |                           |                                  |
|-------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------|----------------------------------|
| Company:                                                                                                    | Modi Realty Miryalaguda LLP | Date:                     | 13.02.2021                       |
| Site:                                                                                                       | AVR Gulmohar Homes          | Prepared by:              | Zakir                            |
| Report From / To                                                                                            | 06.02.2021 to 12.02.2021    | Approved by:              |                                  |
| Report Date                                                                                                 | 13.02.2021                  |                           |                                  |
| List of requisitions numbers missing in the report :                                                        |                             |                           |                                  |
| List of requisitions where PO/WO not prepared 3 working days after requisition:                             |                             |                           |                                  |
| Reg No.                                                                                                     | Reg Date                    | Serial no of item in Reg. | Item Description                 |
| 165284                                                                                                      | 1.02.2021                   | 1                         | 8mm H glass with logo of project |
| 165225                                                                                                      | 14.12.2020                  | 1 to 3                    | MS Telescopic pole               |
| Missing                                                                                                     |                             |                           |                                  |
| List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time: |                             |                           |                                  |
| Reg No.                                                                                                     | Reg Date                    | Serial no of item in Reg. | Item Description                 |
| 165099                                                                                                      | 24.08.2020                  | 1                         | Swimming pool filter equipment   |
| 165225                                                                                                      | 11-12-2020                  | 1 to 3                    | MS Telescopic pole               |
| 165235                                                                                                      | 21.12.2020                  | 1 to 8                    | Al. windows                      |
| 165238                                                                                                      | 22.12.2020                  | 1 to 3                    | hammer                           |
| 165250                                                                                                      | 4.1.2021                    | 1 to 5                    | Door frames                      |
| 165257                                                                                                      | 5.01.2021                   | 2                         | Pavers & parking tiles           |
| 165262                                                                                                      | 5.01.2021                   | 1                         | Digital Camera                   |
| 165269                                                                                                      | 12.01.2021                  | 1,4,5,8                   | Bathroom Tiles                   |
| 165275                                                                                                      | 12.01.2021                  | 1 to 10                   | TAN Brown Granite materials      |
| 165281                                                                                                      | 29.01.2021                  | 13                        | Bends & covers                   |
| No. of gate passes issued this week:                                                                        |                             |                           |                                  |
| mill                                                                                                        |                             | From No.                  | mill                             |
| 12.02.2021 (salman)                                                                                         |                             | To No.                    | mill                             |
| Inward report (MRN/other) & stock report emailed in pdf format to                                           |                             |                           |                                  |
| Yes                                                                                                         |                             | To No.                    | 14459                            |
| DC register Sl.No. during the week                                                                          |                             |                           |                                  |
| From No.                                                                                                    |                             | To No.                    | 14450                            |
| Items not ordered but received:                                                                             |                             |                           |                                  |
| Other corrections & remarks:                                                                                |                             |                           |                                  |
| Details                                                                                                     |                             |                           |                                  |
| Project Manager                                                                                             |                             | Admin Officer/Manager     |                                  |
| Sign                                                                                                        |                             | Admin Audit               |                                  |
| Date                                                                                                        |                             |                           |                                  |