

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

|                                                                                                             |            |                                         |                               |                                                                                          |                 |
|-------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------|-------------------------------|------------------------------------------------------------------------------------------|-----------------|
| Company:                                                                                                    |            | ModiProperties pvt.ltd                  |                               | Date:                                                                                    | 20.03.2021      |
| Site:                                                                                                       |            | Mayflower Platinum                      |                               | Prepared by:                                                                             | k. Sravani      |
| Report From / To                                                                                            |            | 13.03.2021saturday to 19.03.2021 Friday |                               | Approved by:                                                                             | S.V.Subba Reddy |
| Report Date                                                                                                 |            | 20.03.2020                              |                               |                                                                                          |                 |
| 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#                                                          |                 |
| 177134                                                                                                      | 18.11.2020 | 01                                      | Ss railing 8mm toughned glass | Po to be issue                                                                           |                 |
| 177297                                                                                                      | 19.01.2021 | 01                                      | Executive bags                | Online purchase                                                                          |                 |
| 177387                                                                                                      | 16.02.2021 | 14                                      | Sliding window                | Po to be issue                                                                           |                 |
| 177416                                                                                                      | 22.02.2021 | 01                                      | Rolling Shutter with 1'6''    | Po to be issue                                                                           |                 |
| 177437                                                                                                      | 08.03.2021 | 01                                      | Submersible pump              | Po to be issue                                                                           |                 |
| 177440                                                                                                      | 08.03.2021 | 01                                      | Cc camera                     | Online purchase                                                                          |                 |
| 177441                                                                                                      | 09.03.2021 | 02                                      | U patti ,Gazette plate        | Po to be issue                                                                           |                 |
| 177459                                                                                                      | 15.03.2021 | 02                                      | SS railing with 8mm glass     | Requisition send to MD Approval                                                          |                 |
| 177460                                                                                                      | 15.03.2021 | 02                                      | SS railing with 8mm glass     | Po to be issue                                                                           |                 |
| 177461                                                                                                      | 15.03.2021 | 02                                      | MS railing                    | Po to be issue                                                                           |                 |
| 177472                                                                                                      | 17.03.2021 | 03                                      | Down commers                  | Po to be issue                                                                           |                 |
| 177475                                                                                                      | 17.03.2021 | 01                                      | L angle 6mm thickness         | Po to be issue                                                                           |                 |
| 177476                                                                                                      | 17.03.2021 | 01                                      | Ss railing 8mm glass          | 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 <sup>\$</sup>                                        |                 |
| 177172                                                                                                      | 01.12.2020 | 01                                      | 5x3 Z angle templates         | No stock At supplier SSLLP                                                               |                 |
| 177384                                                                                                      | 15.02.2021 | 04                                      | Panel doors                   | No stock At supplier                                                                     |                 |
| 177392                                                                                                      | 19.02.2021 | 02                                      | Panel doors                   | Half of the material we received remaining material we will pick up from SSLLP next week |                 |
| 177395                                                                                                      | 19.02.2021 | 03                                      | Malasian tiles HL,DK,         | No stock At supplier SSLLP                                                               |                 |
| 177404                                                                                                      | 19.02.2021 | 10                                      | Grills                        | No stock At supplier SSLLP                                                               |                 |
| 177410                                                                                                      | 20.02.2021 | 05                                      | Modular sockets               | Half of the material we received remaining material we will pick up from SSLLP next week |                 |
| 177418                                                                                                      | 23.02.2021 | 01                                      | Sqaure covers                 | Supplier Arrange the Material Delivered by next week                                     |                 |
| 177428                                                                                                      | 24.02.2021 | 05                                      | Panel doors                   | Half of the material we received remaining material we will pick up from SSLLP next week |                 |
| 177447                                                                                                      | 11.03.2021 | 01                                      | Vetrified tiles               | Supplier Arrange the Material Delivered by next week                                     |                 |
| 177450                                                                                                      | 13.03.2021 | 01                                      | Distribution board            | No stock At suppliers SSLLP                                                              |                 |
| 177451                                                                                                      | 13.03.2021 | 01                                      | Nylon rope                    | Supplier Arrange the Material Delivered by next week                                     |                 |
| 177454                                                                                                      | 13.03.2021 | 04                                      | Pvc pipes                     | Half of the material we received remaining material we                                   |                 |

|                                                                             |                 |          |                           |                                                                                          |             |         |
|-----------------------------------------------------------------------------|-----------------|----------|---------------------------|------------------------------------------------------------------------------------------|-------------|---------|
|                                                                             |                 |          |                           | will pick up from SSLLP next week                                                        |             |         |
| 177456                                                                      | 13.03.2021      | 01       | Mastic Pads               | No stock At suppliers SSLLP                                                              |             |         |
| 177458                                                                      | 15.03.2021      | 01       | CP SQ Jaali without hole  | Half of the material we received remaining material we will pick up from SSLLP next week |             |         |
| 177463                                                                      | 15.03.2021      | 09       | Grills                    | No stock At suppliers SSLLP                                                              |             |         |
| 177465                                                                      | 15.03.2021      | 09       | Grills                    | No stock At suppliers SSLLP                                                              |             |         |
| 177467                                                                      | 15.03.2021      | 09       | Sliding windows           | No stock At suppliers SSLLP                                                              |             |         |
| 177468                                                                      | 16.03.2021      | 01       | Commercial ply wood sheet | Supplier Arrange the Material Delivered by next week                                     |             |         |
| 177474                                                                      | 17.03.2021      | 01       | MS box pipe 2mm thickness | Supplier Arrange the Material Delivered by next week                                     |             |         |
| Gate pass issued in this week                                               |                 |          | 02                        | From no                                                                                  | 3253        | to 3254 |
| Delivery van site visit on:                                                 |                 |          |                           |                                                                                          |             |         |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? |                 |          |                           |                                                                                          | Yes         |         |
| DC register Sl. No. during the week                                         |                 | From No. | 2814                      | To No.                                                                                   | 2846        |         |
| Items not ordered but received: Nil                                         |                 |          |                           |                                                                                          |             |         |
| Items sent to HO /vendor that are pending for repair: Nil                   |                 |          |                           |                                                                                          |             |         |
| Other corrections & remarks: Nil                                            |                 |          |                           |                                                                                          |             |         |
| Details                                                                     | Project Manager |          | Admin Officer/Manager     |                                                                                          | Admin Audit |         |
| Sign                                                                        | S.V.Subba reddy |          | k.Sravani                 |                                                                                          |             |         |
| Date                                                                        | 20.03.2021      |          | 20.03.2021                |                                                                                          |             |         |

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 [rajumam@modiproperties.com](mailto:rajumam@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 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!