

Subject: Standard format for requisition – with SKU list.

Keywords: Requisition, SKU list.

1. A new requisition format is attached herein and is also uploaded on staff login page. We will migrate to M-codex in some time. Accordingly, SKUs have been prepared.
2. The SKU (stock keeping unit) name comprises of 8 parts:
 - a. 4 character category code (Eg.: TLWL for tiles – wall tiles)
 - b. 4 digit numerical code – this is unique to each SKU (Eg. 3344)
 - c. Category (Eg.: tiles)
 - d. Sub-category (Eg.: wall tiles).
 - e. Description/specification (Eg.: ceramic)
 - f. Brand/code (Eg.: Nitco -Malaysian brown DK)
 - g. Size (Eg.: 250x375mm – hereinafter all sizes are in mm)
 - h. Units for rates (Eg.: Sqm – hereafter all areas are in Sq mtrs).
 - i. Example of SKU: TLWL3344-Tiles-Wall Tiles-Ceramic-Malaysian Brown DK-250x375mm-sqm.
3. Format for requisition should have Sl. No., item, qty required, qty available at site, Order qty, inward no., inward date.
4. In case an item is not found in the SKU list – send mail to Suneel + Ashaiya + Soham for creation of a new SKU.
5. Updated requisition will be uploaded on staff login page periodically.
6. Purchase to use new SKU. For that Suneel to ensure that the new SKU are uploaded on old database. Once all SKUs are entered Suneel to disable all existing SKUs.

Soham Modi

Requisition Form						
Company Name:		Date:				
Site & Phase :		Time:				
Supplier:		Req. No.				
Material required before		ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CEMT1830-Cement-OPC-53--50kg-Bags					
2						
3						
4	STEL8109-MS--Road blocker--1800Wx900Hmm-Nos					
5						
6						
7						
8	CEMT6620-Cement-OPC-43--50kg-Bags					
9	CEMT1830-Cement-OPC-53--50kg-Bags					
10						
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:						
Approved By:						
Sign & Date:						