

PURCHASE REQUISITION

Central Procurement Department – Al Jaber Group



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ALJABER

The Purchase Requisition (PR) is for Interdepartmental Use Only. NOT a valid Purchase Order.

Requisition Date:			
	Day	Month	Year

Purchase Requisition Local Ref. No.	ER
Type of Purchase Requisition:	<input type="checkbox"/> New PR <input type="checkbox"/> PR Change Request
JDE Purchase Requisition Ref. No.	

REQUESTOR'S DETAILS

Company:		BU/Department:			
Company Code:		Project Name:		Project Code:	
Requestor's Name:		Position:			
Contact Details	Tel:		Email:		

DELIVERY INSTRUCTIONS

Delivery Date :		Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Point of Delivery:			
To be Received by: (name and position)			
Contact Details:			

ITEMS REQUIRED

- (1. If the space below is insufficient to list all your requirements, you may attach a separate list with the necessary details
2. Items listed in one requisition must be for similar commodities that can be purchased from a single supplier)

Line No.	Item Number/Code	Description (Item, Description, Model No., Specifications, Color, Catalog No., etc.)	Qty	Unit	CapEx/OpEx?

Note: For items classified as Capital Expenditures, duly approved CapEx forms must be attached to the Purchase Requisition Form.

SPECIAL INSTRUCTIONS

Note any special instructions in this box (e.g. special T&C, warranty, preferred suppliers/brands, etc.)
Technical evaluation of quotations/bids is required by the requesting department? <input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments
<input type="checkbox"/> List of requirements
<input type="checkbox"/> Drawings/Sketches
<input type="checkbox"/> Specifications/SoW
<input type="checkbox"/> Sample
<input type="checkbox"/> Brochure
<input type="checkbox"/> Schedule of delivery
<input type="checkbox"/> Agreement
<input type="checkbox"/> Correspondence(s)
<input type="checkbox"/> Vendor Estimate(s)
<input type="checkbox"/> Other: _____

AUTHORIZATION

Requestor's Signature	Authorizing Signature 1	Authorizing Signature 2 (if required)