**Formats**

## MRN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| HYDRO LIMITED  Kampala, Uganda. MRN No:  Site Location: Request Date:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item No. | Item Name | Unit | Qty | Remarks | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   Requested by:- Name: Signature: Approved by:- Name: Signature: |

*Dashboard* :

\*No. of pending MRNs must be indicated in the dash board

## SRN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| HYDRO LIMITED Kampala, Uganda.  SRN No:   |  |  |  |  | | --- | --- | --- | --- | | MRN No. | Item Description | Unit | Order Qty | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Requested by:- Name: Signature: Approved by:- Name: Signature: |

*Dashboard* :

\*Must indicate the balance of requested items in the main stock before creating the SRN.

\*Must indicate estimated quantity for the required site location.

\*Must indicate total estimated quantity for the project.

\*Must indicate the No. of pending SRNs.

## GRN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| HYDRO LIMITED Kampala, Uganda.  MRN No: PO No:    Supplier: Date:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Item No. | Item | Ordered Qty | Delivered Qty | Price (UGX) | Comments | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   Acknowledged by:- Name: Signature: |

\* Must highlight price change of major materials,

cement, sand, aggregate, fuel (diesel, petrol), steel (reinforcement), steel universal sections, plywood and admixtures

## GIN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| HYDRO LIMITED Kampala, Uganda.  GIN No:  Site Location: Issued Date:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | MRN No. | Item Description | Unit | Issued Qty | Remarks | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   Issued by:- Name: Signature: Received by:- Name: Signature: |