**REQUISITION**

**(when Shipsure not available onboard)**

**The embedded .CSV file, along with the attached examples and guidance are to be used in strict accordance with the following Instructions:**

1. **This form is to be used if Shipsure purchasing system or other interface is not available onboard**
2. **Place the proper Ship’s name (the attached example is for one particular vessel)**
3. **Maximum of 80 items**
4. **Never write an item on 2 lines**
5. **Never leave an empty line**
6. **Use always and only unit of measures as per column ‘U’**
7. **Do NOT change anything on the form apart from writing in the empty fields made for the purpose**
8. **Always save the file as a ‘csv’ with name xxxx-xxx\*\*.csv**

**Embedded files:**

