

URGENT REQUEST FORM (URF) CTRL #: val_ctrlno

SUPPLIER: val_supplier
ATTN: val_attention

PRODUCTION				
val_preparedby	val_secmanager	val_deptmanager	val_divmanager	val_hqmanager
Requester:	Sec. Manager:	Dept. Manager:	Div. Manager:	HQ. Manager:

P.O. NO.:PLS SEE ATTACHED	P.R. NO.:PLS SEE ATTACHED
DESCRIPTION :PLS SEE ATTACHED	SPECIFICATION :PLS SEE ATTACHED
QUANTITY :PLS SEE ATTACHED	REQUESTING DIVISION/DEPT. :val_divisiondept
REASON :val_reason	
DELIVERY CONFIRMATION DATE : PLS SEE ATTACHED	URGENT REQUEST DELIVERY DATE : PLS SEE ATTACHED

SUPPLY CHAIN MANAGEMENT DIVISION		SUPPLIER CONFIRMATION			
val_buyer	val_purmanager	val_incharge	val_delsched	val_etdorigin	val_etarepi
Buyer:	Manager:	IN-CHARGE:	DEL. SCHED.	ETD ORIGIN	ETA REPI

REMARKS
REPI STOCK: val_repistock
DAILY USAGE: val_dailysusage
STOCKLIFE: (days) val_stocklife

* This URF is for DIRECT PURCHASES only.
* PR attachment sheet is recommended for
BULK ORDERS to ONE SUPPLIER ONLY

* Only P.R. with P.O. shall be sent to Supplier
* URF must be forwarded to SUPPLY CHAIN MANAGEMENT DIVISION,
SAME DAY of ISSUANCE DATE

ATTACHMENT SHEET...

URGENT REQUEST FORM (URF-A)

SUPPLIER NAME: val_supplier

val_details

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