



UPF FIELD MATERIAL REQUISITIONS
AND PURCHASING

Work Package No.: _____

Task No.: _____

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FIELD MATERIAL REQUISITION						⁽¹⁾ Req. No. : _____					
						⁽²⁰⁾ MRI No. : _____		P. O. Box No.: _____			
⁽²⁾ JOB No. _____		⁽³⁾ Date: _____		⁽⁴⁾ Date Required: _____		⁽⁵⁾ Date of Order: _____		Supplier: _____			
⁽⁶⁾ Q <input type="checkbox"/>		⁽⁶⁾ RS <input type="checkbox"/>		⁽⁶⁾ CC <input type="checkbox"/>		⁽⁷⁾ Requestor: _____		Terms _____			
⁽⁸⁾ Required For: _____				⁽⁹⁾ Buyer: _____		F.O.B.: _____					
⁽¹⁰⁾ 1. _____		⁽¹¹⁾ 2. _____		⁽¹²⁾ 3. _____		Via: _____					
⁽¹³⁾ 4. _____		⁽¹⁴⁾ 5. _____		⁽¹⁵⁾ 6. _____		Ship Date _____					
ITEM ⁽¹⁶⁾	QUANTITY/UI ⁽¹⁷⁾	STOCK CODE – DESCRIPTION – FULL DETAIL ⁽¹⁸⁾			COST CODE ⁽¹⁹⁾	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
						Bid Total					
						Award Total					
						Quoted By					
						Date					



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INSTRUCTIONS FOR COMPLETING FIELD MATERIAL REQUISITION (FMR)

The Block Numbers are referenced on typical forms

Block No.	Description	Block No.	Description
1	FMR Number - By BPS, SAP, or AVID	10 - 15	Requires the following (Electronic approval for BPS generated FMRs) additional approvals may be generated by SAP Y-12 financial requirements: <ul style="list-style-type: none">• Originator• Department Head approval signature• PFE approval signature Permanent Plant• QC Lead approval signature Permanent Plant• Project Controls approval signature• Project Management approval signature
2	Project Job Number - By Originator	16	Sequential number starting with the number 1 - By Originator (for BPS generated FMRs / N/A for others).
3	Date the FMR was written - By Originator	17	Quantity of each item ordered - By Originator
4	Date material is required on site – By Originator	18	Complete description of items ordered - By Originator
5	Original Date material order was placed - By Procurement	19	Cost codes of each item ordered - By Cost Engineer
6	Quality Level: Q - Quality, RS - Risk Significant, CC - Commerical Control - By Originator	20	MRI Number – By Originator
7	Name of person writing FMR - By Originator		
8	Specific reason material is needed - By Originator		
9	Name of Buyer- By Procurement		