



## Request for Material Received (RFMR) - Signals

### Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Request for Material Received (RFMR) - Signals form. The RFMR - Signals form is used by Metra Contract Managers, Construction Contractors and Suppliers to request the status of shipped materials as required by the contract documents. The date, time, and location of the inspection are recorded, as well as the packing slip number, manufacturer part number, description, and quantity of the materials received. The Contractor or Supplier is required to certify that the items supplied comply with the contract requirements. All back up documentation for the material delivery should be forwarded to Metra's Project Manager/Construction Manager. A signature and date are required on the form to certify the reception. Metra's Project Manager/Construction Manager is required to approve the material and transmit a copy of the signed report to the Contractor. Metra's Project Manager/Construction Manager will track the receipt of all RFMRs.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

A copy of all RFMRs and any associated documentation shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the RFMR form.

### Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. The RFMR is an Excel Workbook consisting of a "Page 1" Worksheet and a "Pages 2 & 3" Worksheet. Begin by populating rows on the "Page 1" Worksheet. Once all rows have been populated on Page 1, click on the "Pages 2 & 3" Worksheet and continue populating rows. Additional rows can be added as necessary to the "Pages 2 & 3" Worksheet only. To print the RFMR you need to select the "Print Entire Workbook" item in the Print Settings. In it's original state, this form consists of three (3) printed pages.
3. Row heights can be adjusted so that all text is readable when printed.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the RFMR number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.)
Note 2	Enter the Contractor company name.
Note 3	Enter the name of the Contractor's contact person.
Note 4	Enter the Contractor's street address.
Note 5	Enter the Contractor's city, state, and zip code.
Note 6	Enter the Contractor's telephone number.
Note 7	Enter the Contract number and Task number.
Note 8	Enter the Metra project number.
Note 9	Enter the date of the RFMR.
Note 10	Enter the project name.
Note 11	Enter the name of the subcontractor, if applicable.
Note 12	Enter the delivery location.
Note 13	Enter the expected delivery date.
Note 14	Enter the expected delivery time.
Note 15	Enter the name of the contact.
Note 16	Enter the phone number of the contact.
Note 17	Enter the manufacturer part number.
Note 18	Enter the description for the item to be received.
Note 19	Enter the location reference for where the items are to be installed.
Note 20	Enter the quantity ordered.
Note 21	Enter the ship date.
Note 22	Enter the quantity shipped.
Note 23	Enter the back ordered quantity if applicable.
Note 24	Enter the tracking number or packing slip number that was provided with the shipment. <b>[Metra to complete this item.]</b>
Note 25	Enter the quantity received. <b>[Metra to complete this item.]</b>
Note 26	Enter the date received. <b>[Metra to complete this item.]</b>
Note 27	Enter the name of the Metra employee receiving the material. <b>[Metra to complete this item.]</b>
Note 28	Provide the signature of the Metra employee receiving the material. <b>[Metra to complete this item.]</b>
Note 29	Enter the date the Metra employee signed the RFMR. <b>[Metra to complete this item.]</b>





