

# Maiwand Social Services Association

## MSSAA

### LOGISTIC MANUAL



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## 1. Organizational Background

Maiwand Social Services Association Afghanistan (MSSAA) is a national, nonprofit, nonpolitical, humanitarian organization. MSSAA was established in 2005 by Afghan professionals and registered as an NGO with the ministry of economy under registration No: 112.

**Vision:** Achieving the Afghanistan MDGs through the provision of Health, Social, Research and Training projects throughout Afghanistan.

**Mission:** To aware and empower communities, societies and individuals at the grass root level by influencing their full support in the implementation and sustainability of community driven and community initiated approaches.

## 2. Introduction:

Logistics unit is one of the operation supporting units. This unit has developed the logistics policy and procedures in the below (10) pages including (6) articles to be of further assistance to our program colleagues to run the projects smoothly and successfully.

The logistics unit constitutes a substantial amount of activities that serve as a backbone to the effective and smooth run operation of MSSAA in its function of procurement, storage & distribution and vehicle management. As a result, it demands for an efficient system that has to be readily responsive to donor agencies.

As far as procurement is concerned; MSSAA should receive as many tenders as considered necessary to secure adequate competition, depending on the nature of the procurement. Composition of the suppliers should be varied from case to case so that the market experience is widened. Complete and clear tender documentation, in the form of technical specifications and commercial standards should be included in the procurement procedures. Finally, procurement should be made taking the offer that presents the most advantageous conditions in terms of being economical and qualitative.

MSSAA Logistics unit is the provider of the following main tasks and services for the organization:

- Procurement
- Transport
- Supply
- Stock
- Generators

Logistics Unit assists MSSAA management in maintaining and implementing the appropriate and efficient logistics policies, procedures and guidelines. This Unit also carries out its support to MSSAA Projects in the provinces of the country.

### **3. 1. Procurement:**

One of the main services of the logistics unit is procurement, under direct supervision of operational director in the organization. The logistics, admin and finance units, in coordinated manner, try the most possible efficient ways for providing smooth and timely support to MSSAA program and projects.

- The overall responsibility for authorization of all procurement remains with the General Director, who is accountable to the Trusty Board for all MSSAA activities.
- Daily procurement activity is headed and coordinated by Logistics Officer. When procurement requests are received from the provincial offices, relevant departments/units will review and justify the requests and prepare Purchase Request forms for processing. The Purchased Request forms should be verified by Finance Manager and approved by General Director or any authorized person. Completion of the process up to approval is responsibility of logistic officer.
- For technically complicated procurements, the relevant units will give the necessary specifications so that tenders/quotations can be requested accordingly. The support of the relevant units is essential in preparing tenders/quotations and negotiations, whenever it is necessary. To ensure the specified quality, cooperation of relevant units is essential upon arrival of goods in the store.
- Procurement committee will be assigned by General Director or any authorized person who approves the purchased request forms. Procurement committee should be composed of three staff members including one representative from each logistics (mostly purchaser), admin/finance and relevant units.
- In case of tenders, procurement committee should be assigned by General Director in response to official written request of logistics officer. Procurement committee should be composed of three senior staff members including one representative from different departments/units.
- The assigned procurement committee should review, analyze and conclude tenders. The final conclusion of the process should be reported in the Bid Analysis Form (Form L 3) by logistics officer to General Director for final approval.
  - In case of variations between donor requirements/contractual obligations and MSSAA logistics policy; donor requirement/contractual obligation will govern.

#### **1.1- Planned Procurements:**

All procurement plans should be prepared and submitted to logistics unit sufficiently in advance.

#### **1.2- Purchase Request/Demand:**

This is the primary stage for preparing the process that should take place in a procurement system. The function of this form is to record all requests made for the purchase of items to be procured by the logistics unit. Departments/units in need of any items, should prepare a demand form for processing. The demand forms (Form L1) should be verified by Finance Manager and approved by General Director or any authorized person. Completion of the process up to approval is responsibility of logistic officer.

### **1.3- Method and Type of Procurement:**

Procurement can be executed in two common methods:

These are bidding/tendering and direct procurement. The systems and usefulness of these methods will be specified under this heading by providing a detailed process mechanism limitation and specific conditions for using them.

#### **1.3.1- Bidding/Tendering:**

Bidding and tendering terms are interchangeably used within this manual.

Tendering is a traditional and most strict form of official procurement. It is used when specification of goods as well as materials and their conditions can be clearly described which will create a real competitive situation. This procurement procedure is, therefore, best suited for simple standardized goods. Decision should only be taken on the offer, and not negotiated or discussed unless there are obvious errors in the tender that require correction.

Items equal or more than AFN 3,000,000 (equivalent amount in USD) should be purchased through tendering method.

**Note:** Exceptional cases with variations up to 1% are admissible; if written justification is provided by procurement committee and approved by General Director.

Following are the steps which are needed to be done:

- 1. Requisition:** Detailed list of item/s with clear specification by the relevant technical units and projects. The requisition should include the following information:
  - List of required items/services along with desired specifications (names of the items/services, quality, quantity and etc)
  - Availability of fund
  - Availability of local or international market
  - Time schedule for order and receipt
  
- 2. Announcement of the tender:** Announcement could be based on availability of the specified item/s in the country, quality, quantity and the cost. Deadline for collection of tenders is at least 2 weeks. Bid Selection method (QBS, QCBS, FPS, LCS and etc) will be chosen in such a way to ensure the highest effectiveness and efficiency.
  
- 3. Selection of Procurement committee:** a committee consists of three authorized persons will be selected by General Director.
  
- 4. Bid Opening:** Received bids should be opened in a transparent manner by the assigned committee, possibly, in presence of a representative from each supplier. In case of latest, the bid opening date and time should be communicated with all bidders at least one week in advance. The meeting minutes for the bid opening should be recorded and then to be signed by the members of the committee and the representatives of the suppliers.
  
- 5. Selection of Supplier:** Selection of the bidders should be based on the announced selection method mentioned above. Effectiveness and efficiency should be obtained in all decisions.

**6. Negotiation:** Normally, negotiation with the selected supplier/s should be held for:

- 1: Correction of obvious errors
- 2: Getting more information

**7. Contracting:** An agreement should be signed between both parties the responsibilities, terms and conditions should be properly understood.

Only General Director is authorized to sign the agreements. Otherwise a written authorization letter is needed.

#### 1.1 1.3.2- Direct Procurement:

This system deals with the purchases or placing of order in the open market without request for tenders. This system is effective for a limited amount of money and extreme emergencies. Items equal and less than AFN 2,999,000 could be purchased through direct procurement.

To perform such procurements, a procurement committee will be assigned by General Director or any authorized person who approves the demand forms. Procurement committee should be composed of three staff members including one representative from each logistics (mostly purchaser), admin/finance and relevant units.

#### **The following steps are required to be followed, while putting a requisition:**

1. All Demands (Form L1) should be prepared by logistic officer in response to a verbal or written request from relevant departments.
2. Before Purchase Approval process (verified by Finance Manager and approved by General director/Regional Manager) of demands should be completed by logistic officer.
3. Once approval obtained, the demands should be submitted to logistics unit for further process as followings:
  - A. Market survey and collecting quotations (Form L2), and Analysis of obtained (Form L3) quotations and Preparing of purchase order form (Form L4)and obtaining approval.
  - B. Shifting of the purchased items to its desired official location (Normally to stock).
  - C. Payment to vendor via mutual agreed suitable and safe terms.
  - D. Checking of all relevant documents and after purchase approval of the demands.
4. Logistics Unit is responsible to update relevant units, the Operation Director, and or Regional Manager on the status of demands.

### 2.1 Criteria for collecting quotations:

- Items less than or equal to AFN 5000 could be purchased by purchaser and or assigned staff member without collecting any quotation.
- Items equal or more than AFN 5001 and equal and less than AFN 2,999,000 should be purchased by purchaser and assigned procurement committee by collecting three written quotations (Form L2). The quotations should be analyzed by logistic manager/officer in presence of assigned procurement committee, verified by Finance Manager and final conclusion should be recorded for final approval by General Director.
- Three sealed quotations are required to be collected by the procurement committee (three representatives from different department) for items equal or more than AFN 5001 and equal and less than AFN 2,999,000.

### 3.1 1.3.3- Preferred Supplier Agreement:

In some cases, MSSAA may sign an agreement with preferred suppliers to speed up and accelerate the procurement process. The followings are some examples of the services and materials which can be contracted:

- Fuel (for office power generator and vehicles)
- Maintenance (Generator, equipment's and vehicles)
- Stationery
- Repetitive supply of program materials (medical and non-medical equipment's)
- Radio and communication equipment and etc.

## 4. 2. Transport:

Transport is another very important and essential part of the operation, which is managed by a transport/logistic officer/assistant, who reports to logistics head. The transport unit supports the organization in the overall operation of the program and ensures smooth transportation of MSSAA staff as well as supplies in the program coverage area.

### **2.1-Transportation and use of MSSAA vehicles:**

MSSAA provides staff with transportation to carry out day-to-day official duties. (Request for official use of vehicle inside city Form L5) operational director or logistics manager in main office and regional manager and logistics officers at regional offices are authorized for aforementioned official use of vehicles. MSSAA is obligated to provide pick and drop transportation facility between office and home to staff members.

MSSAA employees could use vehicles of the organization for official trips outside duty station. Logistic unit should make arrangement inline with approved transportation type (except flights) on the Travel Authorization form (Form HR7). In case of flights, admin units should make arrangements of the travel.

In general, neither employee diverts vehicles or extends trips, for personal purposes while on the job not they use vehicles to transport family members and or friends. None of the employees reserve the right to select a vehicle or driver to serve him/her. This is the responsibility of the logistic manager/officer or transport officer to assign MSSAA vehicles and drivers in a way to ensure effective use of the vehicles. It is logistic officer/manger's responsibility to strictly consider the road / distance and vehicle conditions upon assigning a vehicle.

All Staff Member should fill up the vehicle logbook (Form L 6) while they are using office vehicle



## **2.2- Vehicle Safety:**

Any individual operating or riding in a MSSAA vehicle is expected to comply with MSSAA's safety standards. In particular, motorcycle users must wear properly secured helmets and car drivers and front seat passengers must be fasten their seat belts.

The vehicle registration form (Form L14) should be filled out for all MSSAA vehicles by logistics unit.

## **2.3- Operation of MSSAA vehicles:**

Certain staff members may be required to operate a MSSAA vehicle on the job. To be approved to operate a MSSAA vehicle, an employee must provide MSSAA with a copy of their current license, pass a safe driving test, and sign an agreement to comply with MSSAA's safe driving standards.

Drivers are responsible for the safety of their passengers and must fasten their safety belts whenever operating the vehicles. In addition, drivers are to ensure that front seat passengers are fasten their safety belts and no children are carried at the front. When not in use, the driver should reasonably secure the vehicle by locking all doors, and parking in reasonably secure areas.

In case that a driver requests the front seat passenger to fasten the safety belt and the passenger refuses, the driver is obliged to report such refusal to his supervisor for the record.

MSSAA drivers may occasionally be requested to participate in training to improve their driving skills or enhance their safety and security on the road.

## **2.4- Other Use of MSSAA Vehicles:**

For the most part, MSSAA vehicles are for program use and should not be used for personal transport or recreation. However, staff may request in written the use of vehicles to respond to an extraordinary situation, such as health emergency or security problem, especially when no other vehicles are available.

## **5. 3. Supply:**

Supply is part of the logistics tasks and has a vital role in the implementation of the program. Supply includes all medical and non-medical needs of the program and is inter-related to the transport activities. The procurement & supply officer under the supervision of the logistics manager/officer has the overall responsibilities of the timely procurement and supply delivery of the program needs. The logistics officer also has supplier/s as part of the logistics team who, report/s to the logistics officer and has the responsibility of timely supply delivery to the departments/projects in need. To address project needs in timely and efficient manner, close coordination of activities between procurement & supply officer and transport officer is essential. In addition, the supplier needs to have the approved gate pass (Form A5) for better controlling of supplies/assets movement, while delivering supplies/equipment to the stations out of the MSSAA premises.

4.1

## **6. 4. Stock:**

A stock, as part of the logistics requirement, is basically a storage facility where goods are kept in a secured, systematic and orderly form.

### **4.1- Receiving of goods/materials**

Principally, goods should be received by stock in-charge during official hours. Otherwise, stock in-charge and relevant staff should be informed by an authorized person in advance to avoid absenteeism and ensure proper hand/take over process.

During hand/take over process, presence of stock in-charge, purchaser and representative of relevant unit is compulsory to verify the quality and quantity of the goods in line with received bills/receipts/invoice and or purchase order.

Stock in-charge under oversight of logistics manager/officer is responsible to receive all procured supplies by signing and stamp on Goods Received Form (GRN Form L9).

#### **4.2- Storage of goods/materials:**

In terms of physical layout, a stock “shelf guide/floor plan” showing the physical storage location of each group of goods/materials should be drawn in order to have a quick reference to the identity and location of different types of goods and materials.

Each good should be stored according to their nature and storage direction. “First in- first out” may be used in order to reach to old items sooner than the new ones.

Stock in-charge should ensure all required measures to maintain goods/materials in a safe and secured manner.

All damaged and expired goods/materials should be promptly reported along with justification to senior management through logistics manager/officer for further action. Nothing should be disposed /removed from stock without proper documentation.

### **7. 4.3- Stock Record/Control**

The stock record is entered manually in a stock in /out book (Form L7) and kept up to date by the stock in-charge.

Similarly, an identical record is kept in a computerized system up dated by stock in-charge/logistics officer.

Stock control is an essential system to check all items stored at stock and released. It may be carried out regularly at least each quarter. An inventory control will indicate that:

- All records are correct, complete and up to date
- Physical check and balance of the goods are accurate. It means that the incoming/outgoing and stored goods are tallied and balanced out
- To check for damaged goods

Stock in-charge should prepare and submit a quarterly stock report (Form L8) to logistics manager/officer and it should be copied to head of relevant departments/units and General Director/Regional Managers.

Stock in-charge should notify logistics manager and relevant units of the items with less than six months expire date.

#### **4.4- Releasing and supply of goods/materials**

Releasing of goods/materials from the stock can only be made against approved requisition/release form (Form L10). The original of the form will accompany the goods to be signed by the person receiving the goods, while the copy will be filed as a receipt against which the goods/materials have been released.

While goods/materials released from stock relevant admin unit will stamp by inventory stamp/tag on release form

## **8. 5. Inventory:**

Inventory is vital for keeping track of all expendable and non-expendable items that are procured for the program/project needs. It helps the management in preparing inventory reports to the donors or other partners. The admin unit is overall responsible to maintain the inventory with close cooperation and support of logistics and finance units.

Logistics unit should send all purchased details (Form L11) to admin unit on monthly bases.

## **9. 6. Electricity Power Generators:**

Electricity power Generators are used as emergency power supply to provide essential services. No air conditioners or other strong electric devices are allowed to operate when the generator is on use. The generator power is only to be used for operating computers and lightening of the offices. The generator operation hours are registered in a specific logbook (Form L12) for accurate fuel consumption and generator service period. The Transport/logistic officer has the overall responsibility of keeping the generators operating through conducting regular checks of the generators. S/He is also responsible to update logbook form. At the end of each month a compiled report of fuel consumptions should be prepared by Transport/logistic officer and submitted to logistics manager

### ***Annex A:***

- 5.1 Form L1: Purchased Request/Demand Form
- 6.1 Form L2: Quotation Form
- 7.1 Form L3: Quotation/Tender Analysis Form
- 8.1 Form L4: Purchase Order Form
- 9.1 Form L5: Request for official use of vehicle inside city
- 10.1 Form L6: Vehicle Logbook
- 11.1 Form L7: Stock In/Out Book
- 12.1 Form L8: Stock Report Form
- 13.1 Form L9: Good Received Note (GRN)
- 14.1 Form L10: Requisition Form
- 15.1 Form L11: Purchased Record Form
- 16.1 Form L12: Generator Logbook Form
- 17.1 Form L13: General Repairing, Service and Maintenance Form
- 18.1 Form L14: Vehicle Registration Form
- 19.1 Form L15: Drivers Monthly Duty Schedule Form
- 20.1
- 21.1 Form L1: Purchased Request/Demand Form

# PURCHASE REQUEST FORM

<b>Vendor:</b>	_____	_____
		<b>Date Submitted</b>
<b>Address 1:</b>	_____	
<b>Address 2:</b>	_____	
<b>Phone:</b>	_____	
<b>Fax:</b>	_____	<input type="checkbox"/> <b>Yes</b>
	Should this order be faxed?	
_____		
<b>Special ordering instructions:</b>		
_____		
<b>Placed order with:</b>	_____	_____
		<b>Date</b>
_____		
<b>Invoice Terms:</b>		
_____		
<b>Shipping Instructions:</b>		
_____		
<b>Budget/Center # to be charged:</b>	_____	_____
		<b>Staff</b>

Catalog No.	Description	Unit Price	Qty.	Discount	Total
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00
					AFN 0.00

**Shipping:** \_\_\_\_\_

**Total:** AFN 0.00

22.1 Form L2: Quotation Form

<<Company Name>>

<<Address Line 1>>

<<Address Line2>>

<<City>><<State>><<Zip Code>>

<<Phone Office>><<Phone Fax>>

<<Email Address>><<Website>>

<p style="text-align: center;">TO:</p> <p style="text-align: center;">[Customer Name]</p> <p style="text-align: center;">[Customer Address Line 1]</p> <p style="text-align: center;">[Customer Address Line 2]</p> <p style="text-align: center;">[Customer City, State ZIP Code]</p>	<p style="text-align: center;"><b>F.O.B. terms delivery number:</b></p> <p style="text-align: center;">[Type number here]</p>
--	---

Thank you for your inquiry dated: [Type date here]

We are pleased to quote you the following:

Item	Quantity	Description	Unit Price	Delivery Date
1				
2				
3				
4				
5				

Date: [Type Date Here]

\_\_\_\_\_  
Signatures of Authorized Person

23.1 Form L3: Quotation/Tender Analysis Form

**Tendering**

Entity Name											
Entity Status											
GT number											
Registration for GST	Yes:					No:					
Afghanistan Business Number (ABN)											
Place of Incorporation											
Postal Address											
Principal office											
Contact Person											
Position/Title											
Telephone No						Fax.No					
E-mail address											

**Sub-Contractor #1**

Name											
Address											
Tasks/aspects/scope of project to be undertaken											

**Sub-Contractor #2**

Name											
Address											
Tasks/aspects/scope of project to be undertaken											

**Acceptance of Conditions Endorsement**

<b>Part</b>	<b>Acceptance (initial)</b>	<b>Non-Acceptance (initial, and attach tabulated Statement of Departures)</b>
Part A: General Information for Tenderers		
Part B: Tender Specifications		
Part C: Conditions of Tender		
Part D: Tender Response Schedules		
Attachment I: Department of Human Services' Standard Form Contract		
Attachment III: VIPP Statement		

  

Signature of Authorised Officer for Tenderer	
Name of Authorised Officer	
Title/Office Held	
Date	

1.1 Form L4: Purchase Order Form

**Order Form**

**1. From:**

	<b>Customer No.:</b>
	<b>Terms:</b>
<b>2. Ship To:</b>	<b>Salesperson:</b>
	<b>Ship Week Of:</b>

<b>Order No:</b>		<b>Delivery Via :</b>			<b>Routing :</b>
<b>Item</b>	<b>Quantity Ordered</b>	<b>Description</b>	<b>Unit Count</b>	<b>Unit Price</b>	<b>Total</b>



<b>Total</b>					

<b>Note / Comments:</b>	<b>Date:</b>	<b>Approver's Signature:</b>
	<b>Purchaser:</b>	
	<b>Title:</b>	

2.1 Form L5: Request for official use of vehicle inside city

**VEHICLE REQUISITION FORM**      Date

Name of Office/Agency :				
Name of Department :				
Name of Division/Section:				
Requisition details				
Type of Vehicle: ..... No. of Vehicle(s)				
Date	Place		Name of the Official(s)	Purp ose
	From	To		

Requisitioned by (Division Chief/Section Head)			Signature : .....	
			Name : Designation:	
Vehicle condition: .....			Pool/Adm. Officer Date: .....	Sign ature
Vehicle No. : .....				
Driver's Name : .....				
Maintenance's In-charge. ....				
Approved by:			Signature: ..... Date : .....	

3.1 Form L6: Vehicle Logbook

**Vehicle Log Book**

Odometer reading (at start of period): 3457 Period: to  Number Plate

Date	Journey		Odometer reading			Reason for trip	Driver's signature
	From	To	Start	Finish	Dist.(km)		

\*Grey cells contain formulas so need not to change      **Business distance:**   Odometer reading (at end of period):



6.1 Form L9: Good Received Note (GRN)

**Receipt for Goods**

The ABC Corporation

RECEIVED FROM \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE \_\_\_\_\_

OUR P.O. # \_\_\_\_\_

CHARGES PREPAID \_\_\_\_\_

CHARGES COLLECT \_\_\_\_\_

FOR DEPT. \_\_\_\_\_

JOB NO. \_\_\_\_\_

REQ. NO. \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

DELIVERED BY (CARRIER)	BILL OF LADING #	FREIGHT BILL #																				
<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Freight</td> <td><input type="checkbox"/></td> <td>Air Freight</td> <td><input type="checkbox"/></td> <td>Express</td> <td><input type="checkbox"/></td> <td>Air Express</td> <td><input type="checkbox"/></td> <td>Local Delivery</td> </tr> <tr> <td><input type="checkbox"/></td> <td>P.P.</td> <td><input type="checkbox"/></td> <td>Air P.P.</td> <td><input type="checkbox"/></td> <td>Pick-Up</td> <td><input type="checkbox"/></td> <td>Messenger</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/>	Freight	<input type="checkbox"/>	Air Freight	<input type="checkbox"/>	Express	<input type="checkbox"/>	Air Express	<input type="checkbox"/>	Local Delivery	<input type="checkbox"/>	P.P.	<input type="checkbox"/>	Air P.P.	<input type="checkbox"/>	Pick-Up	<input type="checkbox"/>	Messenger				
<input type="checkbox"/>	Freight	<input type="checkbox"/>	Air Freight	<input type="checkbox"/>	Express	<input type="checkbox"/>	Air Express	<input type="checkbox"/>	Local Delivery													
<input type="checkbox"/>	P.P.	<input type="checkbox"/>	Air P.P.	<input type="checkbox"/>	Pick-Up	<input type="checkbox"/>	Messenger															

TOTAL # PACKAGES \_\_\_\_\_

PARTIAL \_\_\_\_\_

COMPLETE \_\_\_\_\_

TOTAL WEIGHT \_\_\_\_\_

QUANTITY	DESCRIPTION	CONDITION	WEIGHT	ENTERED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

REMARKS:

RECEIVED BY \_\_\_\_\_

CHECKED BY \_\_\_\_\_



7.1 Form L9: Good Delivery Note (GDN)

MSSAA

**Delivery Note**



Order Date

Order #

Delivery  
Note #

Customer ID

Dispatch  
Date

Delivery  
Method


Shipping Address	Invoice Address
[Name]	Munir Alimi
[Company Name]	MSSAA
[Street Address]	House.No:295 Zone. 01 Nearby Afghan Turk High School
[City, ST ZIP Code]	Jalal Abad City Afghanistan
[Phone]	Mobile: 0700636332

Item #	Description	Ordered	Delivered	Outstanding
				0
				0
				0
				0

Notice must be given to us of any goods not received within 10 days taken from the date of dispatch stated on invoice.

Any Shortage or damage must be notified within 72 hours of receipt of goods.

Complaints can only be accepted if made in writing within 30 days of receipt of goods.

No goods may be returned without prior authorization from company

**Thank you for your business!**

Should you have any enquiries concerning this delivery note, please contact Muneer Alimi on 0700636332

8.1 Form L10: Requisition Form

**Requisition**

Date: \_\_\_\_\_

Client name: \_\_\_\_\_ Repair / Work order number: \_\_\_\_\_

Comments / Notes:

Quantity	Reference No	Description	Delivery / Work Location	Price	Cost

Ordered by \_\_\_\_\_ Approved by \_\_\_\_\_ Issued by \_\_\_\_\_

9.1 Form L11: Purchased Record Form

MSSAA  
INVOICE / -----

*House.No:295 Zone.01 Nearby Afghan Turk  
High School Jalal Abad City Afghanistan*

*Mobile: 0700636332*

<p><b>Client Name</b> Address City, State Zip</p>	<p><b>BALANCE DUE</b> Upon Receipt AFN 0.00</p>
---	---

Notes

Use this space for comments to your client.

Item / Item Description	Quantity	Unit	Total
		Subtotal	AFN 0.00
		Tax - 0%	AFN 0.00
TOTAL			AFN 0.00

10.1 Form L12: Generator Logbook Form

# Generator Log Book

**Generator**

**Brand Name** Bentley **Model**

**Generator**

**Registration** 2015GLF-

**No.** 6A  
1200 Km

**Total Mileage**

**Fuel Input**

Daily Checks	Mobile Oil	Plug	Line	Date	Quantity	Unit	Hours	Units
Monday								HR
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Weekly Checks	Week	Weekly Checks2	Week3					
Clamping System		Spare Wheels						
Kneeling Mat		Brakes						
Washer Fluid		Camera						
Warning Triangle		Mirrors						
Body work		Oil Leakage						
Seat Belts		Pressure Guage						



Oil		Windscreen		Total Fuel Consumption	0	Ltres	0	HR
Horn		Wheel Alignment						
Coolant		Front Lights						
Break Fluid		Back Lights						
Steering		Left Right Signals						

**Travelling Record**

Date	From	To	Total Mileage	Driven by	Notes
14/04/2015					
14/04/2016					
14/04/2017					
14/04/2018					
14/04/2019					
14/04/2020					
14/04/2021					
14/04/2022					
14/04/2023					
14/04/2024					
14/04/2025					
14/04/2026					
14/04/2027					
14/04/2028					

**COMMENTS**



<b>Hours</b>	Change oil and filter	Rotate tires and check Plug	Check coolant, hoses, clamps, and belts	Replace air filter	Replace spark plugs or glow plugs	Check Electric Line	Change Mobile Oil fluid	Inspect Switch	Other
95,000									
100,000									
105,000									
110,000									
115,000									

9.1 Form L14: Vehicle Registration Form

# Vehicle Registration Form

Please print the completed form and bring it to the Registrar's office

DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

\_\_\_\_\_ **FIRST VEHICLE:**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

TYPE (Please select one of the following.):

CAR
  TRUCK
  SUV
  VAN
  OTHER

YEAR: \_\_\_\_\_ COLOR(s): \_\_\_\_\_ LICENSE PLATE \_\_\_\_\_

**SECOND VEHICLE (if applicable):**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

TYPE (Please select one of the following.):

CAR  TRUCK  SUV  VAN  OTHER

YEAR: \_\_\_\_\_ COLOR(s): \_\_\_\_\_ LICENSE PLATE \_\_\_\_\_

Office Use Only:
PERMIT #:

1.1 From L15: Drivers Monthly Duty Schedule Form

Staff	Duty	Schedule						
Name	Salary	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Employee #1	AFN 0.00							
Employee #2	AFN 0.00							
Employee #3	AFN 0.00							
Employee #4	AFN 0.00							
Employee #5	AFN 0.00							
Employee #6	AFN 0.00							
Employee #7	AFN 0.00							