

What I need from you

Materials & Supplier Buying

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The specification, quantity and quality standard **ESSENTIAL**

Why I need it. It is what is being bought, and suppliers price against it.

Where you'll find it. The design team's specification, and the drawings the quantities come off. Where quantities have been measured under the relevant service, use that schedule.

Without it. There is nothing to enquire on, and quotations would come back on four different products

2. The delivery programme: what is needed on site and when **ESSENTIAL**

Why I need it. Delivery pattern is half of what a supply costs.

Where you'll find it. Your construction programme, with the revision number, and whoever is planning the sequence on site. Where the relevant service produced a buying schedule for this project, its buy-by date for this supply is the date to work the deliveries back from.

Without it. The enquiry asks for a price with no delivery pattern, so every quote comes back on the supplier's own assumption and none can be compared

3. The supplier list, or an instruction to build one **ESSENTIAL**

Why I need it. Who is being asked, and the conflict check.

Where you'll find it. Your buying department's supplier list for this material. If you want the list built, say so and it is built and put to you before anything is sent.

Without it. There is no one to send the enquiry to, and the conflict check cannot run

4. The budget or allowance **IMPORTANT**

Why I need it. Provides the budget for comparison and any percentage allowance you use for waste or contingency on this material.

Where you'll find it. Your own cost plan, or the allowance carried in the package this supply sits inside. Where your buying department carries its own allowance for this material, give that as well, as a percentage and saying whether it is of the measured or of the delivered quantity.

Without it. The comparison says which supplier is cheapest but not whether any of them is affordable

5. Storage, access and delivery constraints on site, and what an extra movement and a held offloading crew cost **IMPORTANT**

Why I need it. The constraints decide the call-off pattern, and the call-off pattern decides the price. The costs allow your own movements and storage to be valued.

Where you'll find it. Your site set-up plan, and whoever runs the site. Delivery window, offloading arrangements, storage area and any restrictions on vehicle size. The attendance and plant costs come from your own site cost information, or a quotation for the attendance.

Without it. The enquiry asks for full loads by default, and the cheapest full-load rate is recommended for a site that cannot receive full loads. Without the costs, the work can count the extra movements but cannot value them

6. What the main contract says about materials, vesting and payment for goods off site

IMPORTANT

Why I need it. Whether you may pay before delivery at all, and on what conditions.

Where you'll find it. Your own executed main contract, the clauses on materials, off-site goods and any listed items.

Without it. The vesting position is settled against general principles rather than against the contract that governs it

7. Any client-directed or nominated suppliers **IMPORTANT**

Why I need it. They change the enquiry and remove the competition.

Where you'll find it. The employer's requirements, or your own framework arrangements.

Without it. A directed supplier is enquired to competitively, wasting their time and your, or is left out altogether

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.