Material Receipt Notice

Site Location | Date

Job No. | Location (Shop/Field)

Client | Purchase Order No.

Vendor | M.R.N. No.

Consigned by:

☐ Truck	Parcel(s)	Carrier
☐ Ship	Case(s)	Truck/Wagon no.
☐ Mail	Loose	Name of ship/barge
☐ Rail Freight	Drum(s)	Advice note no.
☐ Passenger Train	Crate(s)	Nett weight
☐ Air	Bag(s)	Partial shipment ☐ Final shipment ☐

Item/Tag No.	Computer Ref. No.	Quantity	Unit	Storage Location	Description
No. of Entries		Total Quantity			

Remarks {Over, Short, Damage, etc.}

Distribution:

- ☐ Field Warehouse
- ☐ Field Office Accounting
- ☐ Field Buyer/Expeditor
- ☐ Home Office Accounting
- ☐ Home Office Procurement/Expediting
- ☐ Home Office Project Department
- ☐ Other:

Received by