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| SUPPLIER | | | | SHIPPER | | | | PURCHASE ORDER NUMBER | | | |
| CARRIER | | | | SHIPPING POINT | | | | MRR / SHIPPING NUMBER | | | |
| LOAD POINT  JOB SITE  SHIPPING POINT | | SHIPMENT  PARTIAL  COMPLETE | | | CHARGES  PREPAID  COLLECT | | FREIGHT BILL NUMBER | | | DATE RECEIVED | |
| PACKING LIST NUMBER | | CAR No: | | | WEIGHT | | NUMBER of CARTONS | | | MRR DATE | |
| RECEIVING INSPECTION | | | | | | | | | | | |
| RECEIVED BY | DATE | | | | QC INSPECTION REQUIRED  YES  NO  N/A | | | | QC STATUS  HOLD  ACCEPTED  N/A | | |
| QC DOCUMENTS RECEIVED  YES  NO  NOT REQUIRED | | | | | | | | | | | |
| REMARKS | | | | | | | | | | | |
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| ITEM | QUANTITY RECEIVED | | DESCRIPTION | | | | | | | | STORAGE LOCATION |
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| OS&D REPORT NUMBER | | | | | | MRR PREPARED BY | | | | | |

OS&D = Overage, Shortage and Damge