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| **Ship:** |  | | **Position** | | **IN/OUT\*** | |
| **Port:** |  | | **Number** |  | **Date:** |  |
| **Name of department:** | |  | | | | |

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| **Item** | **Supplier** | **Item specification** | **Item code** | **Qty** |
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Note: \*delete as required

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| **Receiver (Name of receiver, Rank and Vessel Stamp)** |  |  |

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| ***Copy preservation: 1) store 2) Dept/Vessel requester 3) Procurement Dept*** |