Distribution :
Store Department
Purchase Department
Central Accounts Department

TITAS GAS TRANSMISSION AND DISTRIBUTION PLC
105, Kazi Nazrul Islam Avenue
Kawran Bazar Commercial Area, Dhaka-1215

MATERIAL RECEIVING REPORT (MRR)

MRR NO. (YY MM Serial)

Date : (DD MM YY)

Supplier's Name & Address : …….. …….. Manufacturer's Name & Address:…….. ……	Project ID. …… Country ID …… Country of Mfg. …… Fast / Slow Moving Items. ……	Name of Vessel …… B/L No …… Date …… Invoice No …….. Date …… A.W.B. No …….. Date ……

Local Agent……..…… Received the following goods as per Specification Inland Carrier's Challan No…… Date……

Sl. No.	Old store code no.	New store code no./Items no.	Description of Materials	Unit	Order Quantity	Invoice Quantity	Received Quantity	Unit Price	Total Price	A/C Code	Remarks

Package Details		Shortage/ Damages	Material Received by Store Department			For stock items	Debited to		Price by	Checked by	Ledger Posted by
Quantity	Type of Package	PRDL No.	Store Keeper	Asst. Officer	Asst. Manager	Store Cardex Posted by	Store Accounts Allocation	By JV			
			Deputy Manager	Manager	Deputy General Manager						