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| Goods received | | | | | | | |
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| Ingredient name | Supplier | Unique identification (e.g. Lot. number, batchcode,julian code, barcode) | Date received | Unique company reference id different to date received | Who accepted delivery and carried out vehicle check if applicable | Vehicle check (e.g. hygiene, temperature check) | Storage location prior to use |
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| Document control reference: | | | | | | | |