



# INTEGRATED MANAGEMENT SYSTEM

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SHIPMENT ARRIVAL NOTICE OFFICE OF THE  
DEPUTY DIRECTOR (C&M)

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## BANGLADESH POWER DEVELOPMENT BOARD

### SHIPMENT ARRIVAL NOTICE

#### OFFICE OF THE DEPUTY DIRECTOR (C&M)

Ret. No.

DATED.....20.....

To

**The Director  
Bangladesh Power Development Board  
Chittagong**

Sub: SHIPMENT ARRIVAL NOTICE

The following vessel is due here on or about.....bringing undernoted consignments.

1. Consignee's Indent No.....Date.....
2. Name of Consignee.....
3. P.O. No.....Date.....
4. Name of Vessel.....
5. Date of arrival.....

Description of Stores	Accounting Unit	Quantity

FOR DEPUTY DIRECTOR (C&M)  
BANGLADESH POWER DEVELOPMENT BOARD

Copy to:

The Director of Purchase, BPDB, WAPDA Building, Motijheel C/A, Dhaka-1000. Kindly arrange to supply the following documents for early clearance.

1. B/L No.
2. Supplier's invoice.....
3. Insurance Policy & Premium Bill.....
4. Freight Charges Memo.....
5. Import License.....
6. Bank Draft.....
7. Catalogue.....
8. Packing List.....
9. Purchase Order.....

FOR DEPUTY DIRECTOR (C&M)  
BANGLADESH POWER DEVELOPMENT BOARD

Prepared By		Approved By	
Reviewed By			