##### INS-CGN-PG-008 Supply receipt numbers

**Procedure**

When a trustee needs new 'Receipt numbers', he/she goes to the Documentation Project Leader with the verbal or written request for the provision of new numbers. For this, the Documentation Project Leader needs to know the crop and the maximum number of numbers required. He provides the number of numbers requested to the applicant.

**Registration**

The Documentation Project Manager has a green multi folder in his room with a list of 'Receipt numbers' already issued. The newly issued numbers are immediately written down in this, indicating the crop, the applicant's name and the date.

**Numbering system**

'Receipt numbers' are actually not numbers but 'character-strings' and consist of two parts: a four-digit part followed by an additional four-digit part. The first part contains the year of issue, the second part a sequential number with leading zeros.

Each year is restarted; the first issue to be issued in 2025 will be, 20250001.

'Receipt numbers' are issued in batches of multiples of hundred. If a person needs about 250 numbers, and the last number issued was 020300, the applicant will be given numbers 20240301 to 20240600. Numbering is independent of the crop; batches are issued in order of receipt of requests.