## Goods Receipt Purchase Order



### **Goods Receipt Purchase Order (GRPO)**

#### **Vendor Information**

* **Vendor Name:**
* **Address:**
* **Contact Information:** (Phone Number, Email)

#### **Purchase Order Information**

* **Purchase Order Number:**
* **Purchase Order Date:**
* **Delivery Date:**
* **Payment Terms:**

#### **Ship To Information**

* **Company Name:**
* **Delivery Address:**
* **Contact Person:**
* **Contact Information:** (Phone Number, Email)

#### **Goods Receipt Details**

* **Goods Receipt Number:**
* **Goods Receipt Date:**

#### **Item Details**

| **Item No.** | **Description** | **Quantity Ordered** | **Quantity Received** | **Unit Price** | **Total Price** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Item Description 1 |   |   |   |   |   |
| 2 | Item Description 2 |   |   |   |   |   |
| ... | ... |   |   |   |   |   |

#### **Additional Information**

* **Received By:**
* **Inspection Notes:**
* **Additional Remarks:**

#### **Approval**

* **Approved By:**
* **Date:**
* **Signature:**