## Goods Receipt in Procurement



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### **Goods Receipt Note (GRN)**

**GRN Number:** [Unique GRN Identifier]
**Date of Receipt:** [DD/MM/YYYY]
**Delivery Note Number:** [If applicable]

#### **Supplier Information**

* **Supplier Name:** [Supplier's Full Name]
* **Address:** [Supplier's Address]
* **Contact Number:** [Supplier's Contact Number]

#### **Purchase Order Details**

* **Purchase Order Number:** [PO Number]
* **Date of Order:** [DD/MM/YYYY]
* **Expected Delivery Date:** [DD/MM/YYYY]

#### **Receiver Details**

* **Received By:** [Receiver's Name]
* **Position:** [Receiver's Position in the Organization]
* **Department:** [Receiving Department]

#### **Delivery Information**

* **Carrier Name:** [Name of the Delivery Service]
* **Vehicle Number:** [Delivery Vehicle Registration Number]
* **Time of Receipt:** [Time when goods were received]

### **Goods Received**

| **Item No.** | **Description of Goods** | **Ordered Quantity** | **Received Quantity** | **Unit of Measure** | **Condition on Arrival** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | [Item Description] | [Number] | [Number] | [Unit] | [Good/Fair/Poor] | [Any remarks] |
| 2 | [Item Description] | [Number] | [Number] | [Unit] | [Good/Fair/Poor] | [Any remarks] |
| ... | ... | ... | ... | ... | ... | ... |

#### **Inspection and Acceptance**

**Inspection Report:** [Brief summary of inspection findings, confirming the quality and quantity of the received goods.]

**Accepted By:**Name: [Inspector's Name]
Position: [Inspector's Position]
Signature: \_\_\_\_\_\_\_\_\_
Date: [DD/MM/YYYY]

#### **Additional Comments or Observations**

[Any additional comments regarding the delivery, condition of goods, discrepancies noted, or any other observations.]

### **Authorization**

**Authorized By:**Name: [Authorizer's Name]
Position: [Authorizer's Position]
Signature: \_\_\_\_\_\_\_\_\_
Date: [DD/MM/YYYY]