

Goods Receipt in Procurement

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]