

Goods Acceptance Report

Date

Report No.

Warehouse / Location

Supplier

Delivery Note No.

Received By

Goods Details

No.	Item Description	Item Code	Qty Ordered	Qty Received	Units	Condition	Remarks

Remarks

Received By
(Name & Signature)

Supplier / Courier
(Name & Signature)

Checked By
(Name & Signature)