

Goods Received Note (GRN)

GRN No.:

Date:

Supplier & Delivery Details

Supplier Name:

Supplier Code:

Delivery Note No.:

Delivery Date:

PO No.:

Received By:

Item Details

S/N	Item Code	Description	Unit	Qty Ordered	Qty Received	Qty Rejected	Batch / Lot No.	Remarks

Remarks / Observations

Checked By

Signature & Date

Approved By

Signature & Date

Stores

Signature & Date