# Goods Received Note (GRN)

*This document serves as a formal record acknowledging the receipt of goods from a supplier and is typically used by the receiving party to verify delivery accuracy and confirm that the right quantity and quality of goods have been delivered as agreed.*

**GRN Number:** {grnNumber}

**Date Received:** {dateReceived}

**Receiving Location:** {receivingLocation}

**Receiver Name:** {receiverName}

## Supplier Information

**Supplier Name:** {supplierName}

**Supplier Contact:** {supplierContact}

**Supplier Address:** {supplierAddress}

## Purchase Order Reference

**PO Number:** {purchaseOrderNumber}

**PO Date:** {purchaseOrderDate}

## Goods Received

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | **Item Code** | **Quantity Ordered** | **Quantity Received** | **Unit** | **Remarks** |
| {#items}{itemDescription} | {itemCode} | {qtyOrdered} | {qtyReceived} | {unit} | {remarks}{/items} |

## Packaging Details

{#hasPackagingDetails}

* **Number of Packages:** {numberOfPackages}
* **Package Type:** {packageType}
* **Package Condition:** {packageCondition}

{/hasPackagingDetails}

{^hasPackagingDetails}*No packaging details provided.*{/hasPackagingDetails}

## Inspection and Quality Check

**Inspected By:** {inspectedBy}

**Inspection Date:** {inspectionDate}

**Inspection Notes:** {inspectionNotes}

{#qualityIssues}

* **Issue:** {issueDescription}
* **Action Taken:** {actionTaken}

{/qualityIssues}

{^qualityIssues}*No quality issues reported.*{/qualityIssues}

## Receiver Comments

{receiverComments}

## Signatures

|  |  |  |
| --- | --- | --- |
| **Prepared By** | **Supplier Representative** | **Authorized Receiver** |
| **Name:**  {preparedByName}    **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Date:**  {preparedDate} | **Name:**  {supplierRepName}    **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Date:**  {supplierRepDate} | **Name:**  {authorizedReceiverName}    **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Date:**  {authorizedReceiverDate} |