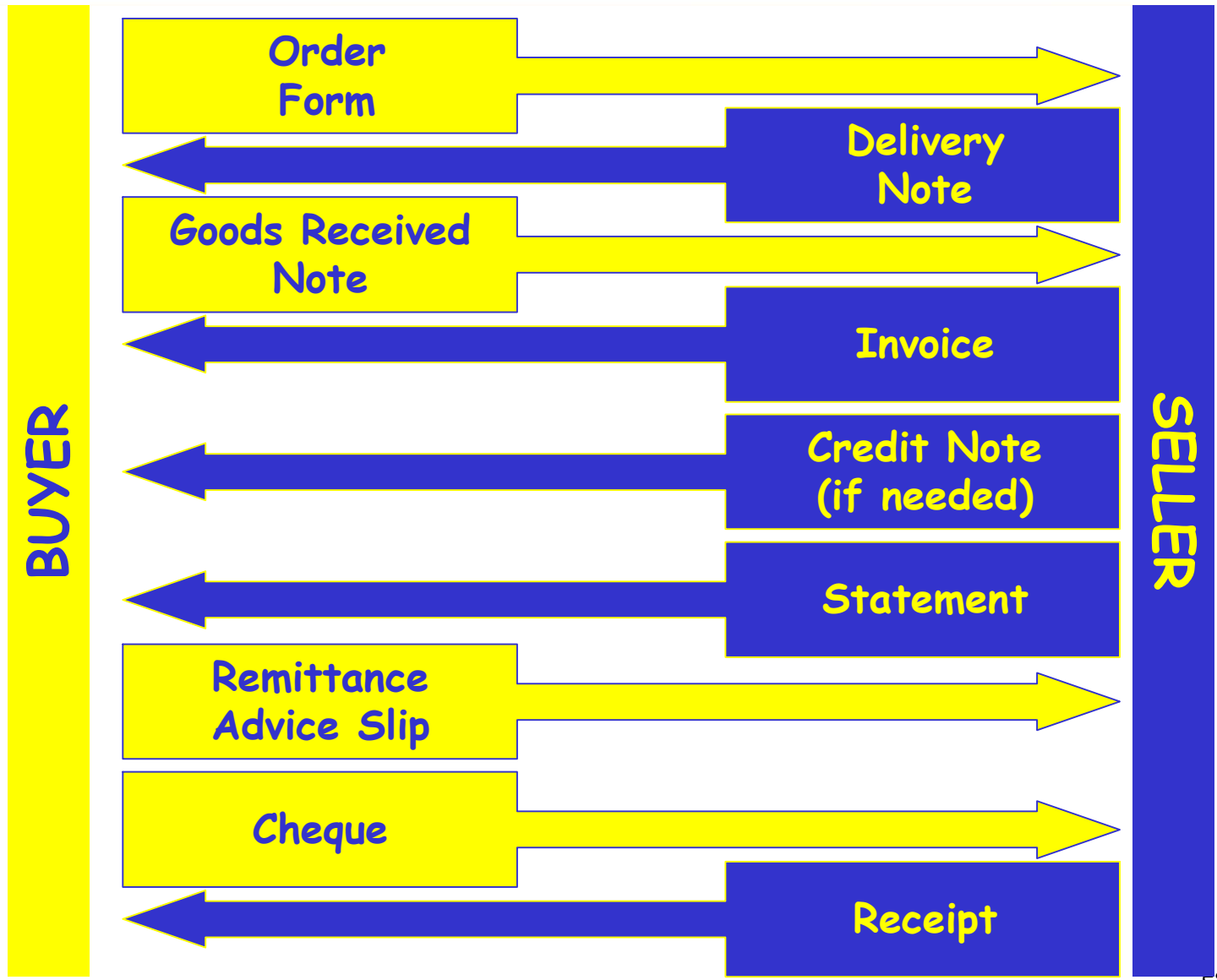




The Goods Received Note





The Goods Received Note

Goods Received
Note



- What is the purpose of this document?
 - To record what goods have been delivered
- Who completes it?
 - The buyer
- What happens to it?
 - It will be filed by the buyer
- Why must it be accurate?
 - It can be used to spot delivery errors that have been missed



An Example Goods Received Note

GOODS RECEIVED NOTE

Supplier:

GRN no.:

GRN date:

Delivery note no.:

Supplier a/c no.:

Delivery note date:

Carrier:

Checker:

Order no.	Quantity ordered	Quantity delivered	Description	Tick box or enter details if goods damaged or discrepancy identified