GOODS RECEIVED NOTE (GRN)

Company name: _____

Address: _____

Tel / email: _____

SST registration no. (if any): _____

GRN no.: _____

Date received: _____

Project / site: _____

Supplier: _____

PO reference: _____

Delivery order (DO) no.: _____

Received by: _____

Approved by: _____

No.	Description	Unit	Qty ordered	Qty received	Qty accepted	Condition	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Discrepancies / remarks (shortage, damage, wrong item):

_____

_____

Received by	**Delivered by (supplier / driver)**	**Verified by**
Name / Date	Name / Date	Name / Date

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