

DIXANI - GOODS RECEIVED NOTE (GRN)

Supplier delivery quantity, condition and discrepancy verification

GRN No.		Receipt Date		Warehouse / Location		PO No.		Delivery Note No.	
Supplier			Vehicle / Container No.		Received Time		Invoice No.		

#	SKU / Item	Description	UOM	PO	Recv.	Accept.	Reject.	Short / Excess	Batch / Lot	Expiry	Condition	Discr.	Bin	Remarks
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

TOTALS		PO Qty:		Received:		Accepted:		Rejected:		Net Short / Excess:	
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Packaging intact	Yes / No / N/A	Seal intact	Yes / No / N/A	Quantity verified	Yes / No / N/A	Visible damage	Yes / No / N/A
Temperature acceptable	Yes / No / N/A	Batch / expiry checked	Yes / No / N/A	Documents matched	Yes / No / N/A	Quarantine required	Yes / No / N/A

GENERAL RECEIVING REMARKS / DISCREPANCY DETAILS

Received By	Checked By	Approved By
Name / Signature: _____	Name / Signature: _____	Name / Signature: _____
Date / Time: _____	Date / Time: _____	Date / Time: _____

Operational template only. Adapt receiving, quarantine, quality and approval controls to your organization's procedures.