



Miemploya  
Logo

## MIEMPLOYA HR & BUSINESS SOLUTIONS

### GOODS RECEIVED NOTE (GRN)

GRN No: \_\_\_\_\_

Date Received: \_\_\_\_\_

#### A. RECEIVER (YOUR BUSINESS) DETAILS

1. Business Name: \_\_\_\_\_

2. Store/Warehouse Location: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Phone / Email: \_\_\_\_\_

#### B. SUPPLIER & DELIVERY DETAILS

1. Supplier Name: \_\_\_\_\_

2. Supplier Phone: \_\_\_\_\_

3. Supplier Invoice No: \_\_\_\_\_

4. PO No: \_\_\_\_\_

5. Delivery Note No: \_\_\_\_\_

6. Driver/Rider (Optional): \_\_\_\_\_

#### C. ITEMS RECEIVED (INVENTORY DETAILS)

S/N	Item Code	Item Description	Category	Unit	Qty Ordered	Qty Supplied	Qty Accepted	Unit Cost (₦)	Total (₦)	Batch/Lot	Expiry	Remarks
1												
2												
3												
4												
5												

#### D. INSPECTION & DISCREPANCY SUMMARY

1. Condition: ( ) Good ( ) Damaged ( ) Partly Damaged

2. Shortage: ( ) Yes ( ) No

3. Over-supply: ( ) Yes ( ) No

4. Notes/Findings: \_\_\_\_\_

#### E. APPROVALS & SIGNATURES

1. Received By (Store Officer)

\_\_\_\_\_

2. Checked By (Supervisor)

\_\_\_\_\_

3. Approved By (Manager/Accounts)

\_\_\_\_\_

Name / Signature / Date

Name / Signature / Date

Name / Signature / Date

**F. SYSTEM POSTING (FOR OFFICE USE ONLY)**

1. Stock Posted: ( ) Yes ( ) No

2. Posted By: \_\_\_\_\_

3. Date Posted: \_\_\_\_\_

4. Reference/Journal No: \_\_\_\_\_

Document Control: Keep GRN with Supplier Invoice, PO, and Delivery Note for audit trail.