



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.