

Goods received note

Blank operational template · Use one form per PO line and receipt. This is not a payment authorization.

GRN reference / receipt date / warehouse	_____
Supplier / PO number / PO line	_____
Delivery-note reference / receiver	_____
SKU / description / unit of measure	_____
PO quantity / expected in this delivery	_____
Actual quantity received in this delivery	_____
Accepted / held / rejected quantities	_____
Short against this delivery	_____
Lot / serial / expiry, if applicable	_____
Location / status / evidence reference	_____
Discrepancy / follow-up owner / review date	_____
Reviewer / invoice matching status	_____

At the initial status snapshot: received = accepted + held + rejected. Missing units are outside received quantities. Record subsequent returns, releases and corrections separately with an audit trail.

Fields are suggestions, not a statutory form. This form has no automatic calculations or inventory integration.