GOODS RECEIVED NOTE

Material received against a purchase order

GSTIN

GRN no.	GRN date	PO no. and date	Supplier invoice no. and date
Gate entry no.	Vehicle no.	E-way bill no.	Stored at

Supplier	Inspection
Name	Report no. and date
GSTIN	Inspected by
Udyam no. (if MSME)	Result

Sr.	Item code	Description	Unit	PO qty	Invoice qty	Received	Short	Accepted	Rejected	Rate	Accepted value	Remarks
										Total accepted value, before GST		

For accounts

Pay only the accepted quantity at the PO rate. Rejected goods go back against a debit note; short quantity is claimed. For a micro or small supplier, the payment clock starts on the day of acceptance.

Received by (stores)	Inspected by (quality)	Stores in-charge	Accounts