

Goods received note

Delivery 1

NumberGRN-0001

DateOct 1, 2026

PO numberPO-0107

Delivery note no.DN-5521

FromSaltmarsh Joinery

SupplierExample Hardware Supply

Received by M. Example

Item code	Description	Ordered	Received before	Received now	Damaged	Rejected	Accepted	Outstanding	Status	Note
H-220	Drawer runner pair, 450 mm	10	0	6	1	0	5	5	Short	
H-305	Wood glue, 1 L	24	0	24	0	0	24	0	Complete	
H-410	Cabinet knob, black	20	0	20	0	2	18	2	Short	sent grey instead of black
H-512	Shelf pin, box of 100	5	0	0	0	0	0	5	Pending	
					Total ordered		59			
					Received now		50			
					Accepted		47			
					Outstanding		12			

Discrepancies

H-220 · short 5 · damaged 1

H-410 · short 2 · rejected 2

H-512 · short 5

Signature

Date