

# Goods Receiving Receipt

Receipt No.

Enter receipt number

Date Received

Supplier Name

Enter supplier's name

Delivery Note/Invoice No.

Enter delivery note or invoice number

Purchase Order No.

Enter purchase order number

Received By

Name of recipient

Details of Goods Received

No	Description	Item Code	Unit	Qty Ordered	Qty Received	Remarks
1						
2						
3						

General Remarks

Notes about the receipt, condition of goods, discrepancies, etc.

Received By

Checked By

Authorized Signature

Important Notes:

- Ensure all details are accurately filled at the time of receiving goods.
- Discrepancies should be clearly mentioned in remarks and reported immediately.
- All received goods must be inspected for quality and quantity before acknowledgment.
- Keep this document filed for audit and reference purposes.
- Signatures from both receiver and authorized personnel are mandatory.

