

Goods Receiving Receipt

Receipt No.

Enter receipt number

Date Received

Enter 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.

