



GRN NUMBER

Goods received note

THE THREE-WAY MATCH: ORDER, GOODS RECEIVED NOTE, INVOICE · HMRC VAT
NOTICE 700/21

SUPPLIER	DELIVERY NOTE NUMBER	PURCHASE ORDER NUMBER	RECEIVED ON, DATE AND TIME
DELIVERED TO: SITE, YARD OR STORE	JOB OR PROJECT REFERENCE	VEHICLE AND DRIVER	RECEIVED BY

Check the delivery against the order, not the delivery note alone: the note says what the supplier thinks it sent, the order says what was authorised.

Items received

One line per item on the delivery note. Shortages, damage and substitutions go in their own columns so the invoice can be queried line by line.

DESCRIPTION	ORDERED	RECEIVED	SHORT	DAMAGED OR REJECTED	NOTE

Condition on arrival

Tick what was checked. Photograph damage before the driver leaves and write the delivery note number on the photograph.

- ☐ Quantities counted against the order
- ☐ Damage photographed
- ☐ Driver told of shortages or damage
- ☐ Delivery note signed “unchecked” if not checked

Signed

The person who received the delivery and the person who checked it against the order, where they are not the same.

RECEIVED BY	CHECKED BY	SIGNATURE	DATE

Follow-up with the supplier

What was raised, when, and the credit note or replacement delivery that closed it.

DATE	RAISED WITH	WHAT	CLOSED BY

AN INVOICE IS APPROVED FOR PAYMENT ONLY WHEN IT MATCHES THE ORDER AND THIS NOTE. VAT RECORDS, INCLUDING DELIVERY NOTES, ARE KEPT FOR SIX YEARS.

PROJECT	DOCUMENT Goods received note	REVISION	DATE	PAGE 1 of 1
---------	---------------------------------	----------	------	----------------