

DELIVERY NOTE

Issued by the supplier and travels with the goods. The site signs the receipt block at the bottom on arrival and keeps the signed copy with that day's site record.

DELIVERY DETAILS									
Delivery note no.					Delivery date				
Order (PO) no.					Project reference or cost code				
Project / contract									
FROM (SUPPLIER)									
Supplier name									
Supplier address and phone									
Driver name					Vehicle registration				
Loaded at (place)					Date and time loaded				
DELIVER TO (CUSTOMER AND SITE)									
Customer / company									
Site address									
Unloading point or working area					Site contact and phone				
GOODS DELIVERED									
Line	Description	Product code	Unit	Qty ordered	Qty delivered	Qty to follow	Packs or pallets	Batch, lot or cast no.	Notes
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Number of lines on this note									
Delivery instructions or remarks									
SUPPLIER DECLARATION									
Loaded and checked by (print name)					Supplier signature				
Driver signature									
RECEIVED ON SITE (completed by the person receiving the goods)									
Condition on arrival									
Shortage or damage found (write it here, on the driver's copy and in the site diary)									
Received by (print name)					Date and time received				
Receiver signature					Goods received note no.				

Sign for what you have counted, not for what the note says. If the delivery is short or damaged, write the actual shortage or damage on the driver's copy and on yours before you sign, and ask the driver to initial it. If you can't check a load properly, write 'not checked' beside your signature. Then raise a goods received note for the delivery.

GOODS RECEIVED NOTE

Raised by the site or store that received the goods, one per delivery, from a count. It records what was counted and accepted, and is matched to the purchase order, the supplier's delivery note and later the invoice.

RECEIPT DETAILS

GRN no.		Date and time received	
Supplier delivery note no.		Purchase order (PO) no.	
Supplier		Project and cost code	
Received at (location or working area)		Received by	

LINES

Line	Description	Unit	Qty ordered (PO)	Qty on delivery note	Qty counted on site	Qty rejected	Qty accepted (counted minus rejected)	Difference vs order (counted minus ordered)	Still to come (ordered minus accepted)	Status	Condition or reason	Batch or storage location
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

RESULT

Lines received		Lines to raise with the supplier		Lines to finish	
Overall					

ACTIONS AND SIGN-OFF

Supplier told, in writing? (Yes / No)		Who, how and when	
Photos taken and where stored		Site diary entry reference	
Received by (signature)		Checked by (signature)	