

**Key Point****Goods Received Notes (GRN)**

This is the document which the person who has checked the incoming order sends to the accounts department. It may differ from the delivery note since sometimes some of the things on the delivery note will have been returned due to e.g. damage.

**Completing the document:****Every GRN needs to include:**

1. Suppliers name and address (Must match the delivery note)
2. Supplier account number.
3. Carrier record (what company delivered the order?)
4. GRN number and Date
5. Delivery note number and date
6. Checker – who checked the delivery?
7. Order number, quantity ordered and description – should match purchase order but not necessarily delivery note.
8. Quantity delivered.
9. Condition of goods.

**Look out for the following mistakes**

- Miscopying details from the order or delivery note.
- Not checking goods properly for quantity or condition.
- Insufficient explanations for problems e.g. damage.

