



## GRNI Process

Receiving of Goods.

To ensure better control of ordering goods the council will use the Goods Receipt No Invoice (GRNI) process.

Any items that have been requested from an authorised Purchase Order (PO) arrive the PO should be updated with:

Date Received  
Name of Recipient  
Asset Number  
Location of Equipment

The council has 3 main areas for the receipt of goods:

Parish Reception for smaller items – Clerk or Deputy Clerk  
The Pavilion for larger items – Open Spaces Employees  
Project location – Chair of relevant Committee and Clerk or Deputy Clerk

On arrival of goods the item should be checked to ensure:

Correct Item  
No Damage

Any delivery notes or receipts must be passed to the Clerk or Deputy Clerk within 24 hours.

Version	Date Approved	Amendments Made	Next Review Date
V1	08/04/2024		April 2025