# SOP Template: Inventory Receiving and Verification Procedures

This SOP details the **inventory receiving and verification procedures**, encompassing the systematic process of receiving goods, inspecting and verifying quantities and quality against purchase orders, documenting discrepancies, handling damaged items, and updating inventory records. The objective is to ensure accurate inventory tracking, prevent errors or losses, and maintain efficient supply chain operations through consistent and reliable receiving practices.

## 1. Purpose

To outline standardized procedures for receiving, inspecting, verifying, and documenting incoming inventory to maintain accurate inventory records and efficient supply chain operations.

## 2. Scope

This SOP applies to all employees involved in inventory receipt and verification at [Facility/Location Name].

## 3. Responsibilities

- **Receiving Staff:** Responsible for physical receipt, inspection, and documentation of inventory.
- **Inventory Supervisor:** Oversees the process, addresses discrepancies, and authorizes adjustments.
- **Procurement Department:** Provides purchase order documentation and assists with supplier communication.

## 4. Procedures

1. **Preparation for Receiving**
   - Review scheduled deliveries and corresponding purchase orders (POs).
   - Prepare unloading area and necessary equipment (e.g., pallet jacks, forklifts).
2. **Receiving Shipments**
   - Unload items per safety guidelines.
   - Compare delivered items against delivery documents and POs.
3. **Inspection and Verification**
   - Physically count and inspect each item for quantity and visible damage.
   - Check for correct product codes, descriptions, and units of measure.
   - Verify expiration dates or lot numbers if applicable.
4. **Documenting Discrepancies**
   - Record overages, shortages, or damages on the receiving report.
   - Take photographs of damaged items as evidence.
   - Notify Inventory Supervisor and Procurement Department immediately.
5. **Handling Damaged or Incorrect Items**
   - Isolate damaged or incorrect items from usable stock.
   - Coordinate returns, replacements, or claims with the supplier as necessary.
6. **Documentation**
   - Complete and sign receiving documents, including delivery receipts and inspection checklists.
   - File all receiving records digitally or physically as per company policy.
7. **Inventory System Update**
   - Enter received and verified items into the inventory management system.
   - Adjust stock levels and note any unresolved discrepancies.

## 5. Documentation

| Document | Description | Retention Period |
| --- | --- | --- |
| Purchase Order (PO) | Authorizes and details ordered items | 2 years |
| Receiving Report | Details received quantities, condition checks, and discrepancies | 2 years |
| Delivery Receipt | Confirms delivery by supplier/carrier | 2 years |
| Discrepancy/Damage Report | Documents issues and actions taken | 2 years |

| Document | Description | Retention Period |
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# 6. Revision History

| Version | Date | Description of Change | Approved by |
|---|---|---|---|
| 1.0 | [Date] | Initial release | [Approver Name] |