

Standard Operating Procedure (SOP)

Proper Documentation and Logging of Incoming Inventory

This SOP defines the procedures for **proper documentation and logging of incoming inventory**, ensuring accurate tracking of all received materials, verification against purchase orders, timely entry into inventory management systems, and maintaining clear records for auditing and accountability purposes.

1. Purpose

To outline standardized procedures for recording, verifying, and documenting all incoming inventory items to maintain inventory accuracy and support auditing requirements.

2. Scope

This SOP applies to all staff involved in the receiving and documentation of materials at [Company/Organization Name].

3. Responsibilities

- **Receiving Staff:** Receive, inspect, and document materials.
- **Inventory Manager:** Verify documentation and maintain accurate records in the inventory management system.
- **Accounts/Procurement:** Provide copies of purchase orders and approve discrepancies or returns.

4. Procedure

1. **Preparation**
 - Obtain relevant purchase orders (POs) and delivery schedules from procurement/accounts.
2. **Receiving Inventory**
 - Physically inspect delivered materials for quantity, quality, and visible damage.
 - Match received items against the purchase order and delivery note.
3. **Documentation**
 - Record each item in the Receiving Log (electronic or paper-based).
 - Include:
 - Date and time of receipt
 - PO number
 - Supplier name
 - Item description, part number/SKU
 - Quantity received
 - Condition upon arrival
 - Name/signature of receiving personnel
4. **Verification and Entry**
 - Inventory manager cross-checks entries with the purchase order.
 - Submit any discrepancy (overage, shortage, damage) report promptly.
 - Enter validated records into the inventory management system within [specified timeframe, e.g., 24 hours].
5. **Filing and Record Keeping**
 - File all supporting documents (POs, delivery notes, inspection sheets) in an organized and accessible manner (physically or digitally).
 - Retain logs and documentation for at least [specify duration], as per company policy and regulatory requirements.

5. Documentation

Document Name	Responsibility	Retention Period
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Receiving Log	Inventory Manager	[e.g., 2 years]
Purchase Order (PO)	Procurement	[e.g., 2 years]
Delivery Note	Receiving Staff	[e.g., 2 years]
Inventory System Records	Inventory Manager	[e.g., 2 years]

6. References

- Company Inventory Management Policy
- Regulatory Recordkeeping Guidelines

7. Revision History

Version	Date	Description	Author
1.0	[Insert Date]	Initial SOP Release	[Insert Name]