

SOP: Verification of Shipment Against Purchase Orders and Invoices

This SOP details the **verification of shipment against purchase orders and invoices**, covering the procedures to ensure accuracy and consistency between received shipments, purchase orders, and invoices. It includes steps for inspecting quantities, product descriptions, and pricing to prevent discrepancies, facilitate proper inventory management, and ensure payment accuracy. The SOP aims to streamline the receiving process, enhance accountability, and support effective procurement and financial controls.

1. Purpose

To outline the steps for verifying incoming shipments against corresponding purchase orders (POs) and invoices, ensuring all items and pricing are accurate before acceptance and payment.

2. Scope

This procedure applies to all staff involved in the receipt, inspection, and processing of goods or materials at [Company/Department Name].

3. Responsibilities

Role	Responsibility
Receiving Staff	Initial inspection of shipments, documentation review, and reporting discrepancies.
Accounts Payable	Invoice verification against PO and receiving documentation, payment processing.
Procurement Officer	Follow-up on discrepancies, Liaising with vendors, and updating records as needed.

4. Procedure

- Receipt of Shipment:**
 - Receive the shipment at designated location.
 - Obtain shipping documentation (packing slip, bill of lading).
- Initial Inspection:**
 - Inspect shipment for visible damage or missing packages.
 - Record any damages found on shipping documentation; notify supervisor if necessary.
- Verification Against Purchase Order:**
 - Retrieve the corresponding PO for the shipment.
 - Compare shipped items to the PO: item descriptions, quantities, units, and part numbers.
 - Note and document any discrepancies (overages, shortages, incorrect items).
- Verification Against Invoice:**
 - Obtain the supplier invoice.
 - Match invoiced items, quantities, and prices to the PO and received goods.
 - Check for pricing accuracy and total amount due.
- Documentation and Approval:**
 - Mark all verified items as received in the inventory or ERP system.
 - Retain copies of PO, receiving document, and invoice for records.
 - Escalate unresolved discrepancies to the Procurement Officer.
 - Authorize invoice for payment only after full verification and resolution of issues.

5. Documentation

- Purchase Order (PO)
- Packing Slip / Shipping Documentation
- Supplier Invoice
- Receiving Report
- Discrepancy/Incident Report (if applicable)

6. References

- Company Procurement Policy
- Accounts Payable Policy

7. Revision History

Date	Version	Description	Author
[YYYY-MM-DD]	1.0	Initial Release	[Name]