

Standard Operating Procedure (SOP)

Inventory Receiving and Verification Process

This SOP details the **inventory receiving and verification process**, encompassing procedures for inspecting incoming goods, verifying quantities and quality against purchase orders, documenting discrepancies, handling damaged items, and updating inventory records. The goal is to ensure accurate and efficient management of received inventory, prevent errors, and maintain reliable stock levels for operational continuity.

1. Purpose

To outline the standardized process for receiving, inspecting, verifying, and documenting inventory deliveries, ensuring accuracy, quality, and integrity of stock.

2. Scope

This SOP applies to all personnel involved in the receipt, inspection, verification, and documentation of incoming inventory at [Company/Location Name].

3. Responsibilities

- **Receiving Staff:** Initial inspection, unloading, and primary verification of shipments.
- **Inventory Clerk:** Documentation, quality checks, entry into records, and reporting discrepancies.
- **Warehouse Manager:** Oversight, discrepancy resolution, and final approval of inventory updates.

4. Definitions

- **Purchase Order (PO):** Official document issued to suppliers detailing product types, quantities, and agreed prices.
- **Discrepancy:** Any difference in quality, quantity, or condition between the received goods and what is indicated on the PO.
- **Receiving Log:** A record, physical or electronic, of all items received and their verification status.

5. Procedure

1. Preparation for Delivery

- Access the day's expected PO and delivery schedule.
- Prepare unloading area for incoming goods.

2. Receiving Goods

- Unload goods safely; check shipment for visible signs of damage.
- Cross-check delivery documentation (packing slip, PO, invoice).

3. Inspection and Verification

- Count all items received and compare against the PO quantities.
- Inspect each item for damages, defects, or discrepancies.
- Review expiration dates, product codes, and batch numbers where applicable.

4. Documentation

- Record quantities, condition, and any discrepancies in the Receiving Log.
- Photograph and report damaged items immediately to the warehouse manager.
- Document all discrepancies and prepare a discrepancy report for management and supplier notification.

5. Disposition of Damaged/Non-Conforming Goods

- Segregate and label damaged or non-conforming items.
- Store in a designated holding area pending further instructions.
- Coordinate with supplier for replacements, returns, or credits as necessary.

6. Inventory Update

- Enter verified items into the inventory management system.
- Adjust stock levels to reflect new receipts accurately.

7. Final Review

- Warehouse manager reviews documentation and approves updates.

- File all related documents per company record retention policy.

6. Documentation and Records

Document	Location	Retention Period
Receiving Log	Inventory office/system	2 years
Discrepancy Reports	Warehouse manager files	3 years
Supplier Correspondence	Procurement records	3 years

7. References

- Company Purchasing Policy
- Inventory Management Guidelines
- Supplier Agreements

8. Revision History

Version	Date	Description	Approved By
1.0	[Date]	Initial issue	[Name/Title]