

SOP Template: Inventory Receiving and Verification Procedures

This SOP details the **inventory receiving and verification procedures**, encompassing the systematic process of inspecting and validating incoming goods, verifying quantities against purchase orders, checking for product quality and damages, documenting discrepancies, and ensuring accurate inventory records. The procedure aims to maintain inventory accuracy, prevent losses, and streamline warehouse operations by establishing clear guidelines for receiving staff and quality control personnel.

1. Purpose

To provide standardized procedures for receiving and verifying inventory shipments to ensure accuracy, quality, and efficient warehouse operations.

2. Scope

This procedure applies to all personnel involved in receiving and quality control of goods at [Company/Warehouse Name].

3. Responsibilities

- **Receiving Staff:** Unload and inspect all incoming shipments, verify documentation, and update records.
- **Quality Control Personnel:** Check for damages, product quality, and conformity to purchase order specifications.
- **Warehouse Supervisor:** Oversee process, address discrepancies, and ensure compliance with SOP.

4. Procedure

1. **Preparation**
 - Review incoming shipment schedules and relevant purchase orders (POs).
 - Prepare inspection and verification tools (scanners, forms, etc.).
2. **Receiving Goods**
 - Unload goods carefully to prevent damages.
 - Match shipment documentation (packing slip, bill of lading) with corresponding PO.
3. **Inspection and Verification**
 - Count and verify quantities against PO and shipping documents.
 - Physically inspect for visible damages or quality deviations.
 - Note expiration dates, lot/batch numbers where applicable.
4. **Documentation of Discrepancies**
 - Record shortages, overages, damages, or any non-conformances on a discrepancy report.
 - Notify the warehouse supervisor and relevant departments immediately.
5. **System Updates**
 - Update inventory management system with verified quantities and locations.
 - File all receiving documents for audit trail.
6. **Final Placement**
 - Move accepted goods to designated storage locations.
 - Label as required per inventory control procedures.

5. Documentation

Document/Form	Description	Retention Period
Receiving Log	Record of all incoming shipments	2 years
Discrepancy Report	Documentation of shortages, overages, or damages	2 years
Packing List	Supplier-provided list for shipment content verification	1 year

6. References

- Company Purchase Order Policy
- Inventory Management System Manual

- Quality Control Inspection Guidelines

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-13	Initial release	[Name]