

SOP: Verification of Delivery Documentation

This SOP details the **verification of delivery documentation**, including the systematic review of purchase orders (PO), invoices, and delivery notes. The procedure ensures accuracy and consistency among all documents to confirm that delivered goods match the ordered items in quantity and quality. It outlines steps for cross-checking discrepancies, validating vendor information, and maintaining accurate records for financial and inventory control purposes, thereby safeguarding against errors, fraud, and supply chain disruptions.

1. Purpose

To establish a standardized procedure for verifying that all delivery documentation (PO, invoice, delivery note) is accurate, complete, and consistent for every goods receipt.

2. Scope

This SOP applies to all employees involved in receiving, verifying, and processing goods and related documents.

3. Responsibilities

- **Receiving Staff:** Initial verification of received goods and documentation.
- **Procurement Department:** Issuance of PO and initial document matching.
- **Finance Department:** Final approval prior to payment based on validated documents.

4. Procedure

1. **Collect Documents**
 - Obtain copies of the Purchase Order (PO), Delivery Note, and Supplier Invoice.
2. **Initial Visual Inspection**
 - Check all documents for clarity, completeness, signatures, and legibility.
3. **Cross-Check Information**
 - Verify that key fields (order number, supplier name, date, item descriptions, quantities, unit prices) match across all documents.
4. **Physical Goods Inspection**
 - Assess that delivered goods match the PO and Delivery Note in quantity and specifications.
 - Note and report any shortages, overages, or damages.
5. **Discrepancy Handling**
 - If discrepancies are found, notify supplier and escalate as per escalation matrix.
 - Hold processing of invoice/payment until resolution.
6. **Vendor Validation**
 - Confirm vendor details (name, address, tax ID) on all documents.
7. **Record Keeping**
 - Scan/store validated documents in the designated digital or physical repository.
 - File documents for audit and inventory control reference.
8. **Approval & Payment**
 - Forward completed document set to finance for processing of payment.

5. Documentation

Document	Retention Period	Responsible Department
Purchase Order (PO)	5 years	Procurement
Delivery Note	5 years	Receiving
Supplier Invoice	5 years	Finance

6. References

- Procurement Policy
- Finance Manual
- Audit & Compliance Guidelines

7. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-21	Initial release	Head of Procurement