

# Standard Operating Procedure (SOP): Receiving and Inspection of Office Supplies

This SOP details the **receiving and inspection of office supplies**, covering procedures for verifying delivered items against purchase orders, checking for damages or discrepancies, proper documentation of received goods, and ensuring that all supplies meet quality standards before distribution. The goal is to maintain accurate inventory records, prevent supply shortages, and ensure that only approved office materials are accepted for use.

## 1. Purpose

To establish standard procedures for the systematic receiving and inspection of office supplies to ensure accuracy, quality, and proper documentation.

## 2. Scope

This SOP applies to all personnel involved in receiving and managing office supply deliveries at [Company/Department Name].

## 3. Responsibilities

- **Receiving Staff:** Responsible for initial receiving, inspection, documentation, and storage of goods.
- **Procurement Team:** Responsible for verifying compliance with the purchase order.
- **Supervisor/Manager:** Responsible for final approval and resolving discrepancies.

## 4. Procedure

1. **Preparation for Delivery:**
  - Review the anticipated delivery schedule.
  - Have copies of the relevant purchase orders ready for reference.
2. **Receiving Office Supplies:**
  - Accept shipment only at designated receiving areas.
  - Check packaging for signs of damage upon arrival.
  - Request the delivery note or packing slip from the courier/supplier.
3. **Inspection of Supplies:**
  - Open packages carefully; inspect contents for quantity, quality, and condition.
  - Compare received items against the purchase order and packing slip:

Check	Description
Quantity	Ensure delivered quantity matches the purchase order.
Quality	Items should be free from defects, damages, and conform to specified standards.
Description	All items must match product descriptions/specifications.

4. **Handling Discrepancies or Damages:**
  - Document any missing, damaged, or incorrect items on the delivery note.
  - Take photographs of damaged goods.
  - Notify the supplier/procurement team immediately for resolution.
5. **Documentation:**
  - Complete the Goods Received Note (GRN) or equivalent receiving log.
  - Obtain signatures from both the receiving staff and delivery personnel.
  - File all documentation (delivery note, purchase order, inspection records) for audit purposes.
6. **Storage and Distribution:**
  - Store accepted supplies in designated stock areas.
  - Update the inventory management system immediately.
  - Distribute supplies as per company guidelines and user requests.

## 5. Records and Documentation

- Purchase Orders
- Delivery Notes/Packing Slips
- Goods Received Notes

- Inspection Checklists/Reports

## 6. References

- Company Procurement Policy
- Inventory Management Guidelines

## 7. Revision History

Version	Date	Description/Revision	Approved By
1.0	[Insert Date]	Initial release	[Insert Name]