

# SOP Template: Proper Documentation and Record-Keeping of Received Goods

This SOP defines the process for **proper documentation and record-keeping of received goods**, including the verification of delivery documents, inspection of goods, accurate entry of received items into inventory systems, filing and storage of delivery records, and regular audits to ensure data accuracy. The objective is to maintain a reliable and transparent record-keeping system that supports inventory management, financial accuracy, and traceability of all received shipments.

## 1. Scope

This procedure applies to all staff involved in receiving, documenting, and storing records of goods delivered to [Company/Department Name].

## 2. Responsibilities

Role	Responsibility
Receiving Staff	Inspect and verify goods, complete delivery documentation, record goods in inventory system.
Inventory Manager	Oversee record-keeping, ensure accurate data entry, perform regular audits.
Admin/File Clerk	Organize, file, and store physical and digital records securely.

## 3. Procedure

- Receipt of Goods**
  - Check goods for any visible damage or discrepancy upon arrival.
- Verification of Delivery Documents**
  - Review delivery notes, packing lists, and purchase orders.
  - Match received items to documentation.
- Inspection of Goods**
  - Conduct quality and quantity checks as per company standards.
  - Note and report any discrepancies or damages to the relevant department.
- Documentation Entry**
  - Accurately enter received items into inventory management system, including details such as date, supplier, item description, quantity, and condition.
- Filing and Storage**
  - Digitally scan or file paper copies of all delivery documents (e.g., delivery notes, invoices, inspection reports).
  - Store documents in secure, organized, and accessible locations as per company policy.
- Regular Audits**
  - Inventory Manager or designated staff perform periodic audits of records and inventory to ensure accuracy and compliance.
  - Rectify discrepancies immediately and update records as necessary.

## 4. Records Management

- Maintain records for a minimum period as specified by company policy or regulatory requirements.
- Ensure confidentiality and integrity of all records.

## 5. Related Documents

- Goods Received Note (GRN)
- Purchase Order (PO)
- Packing List
- Inventory Register
- Audit Reports

## 6. Review and Update

This SOP shall be reviewed annually and updated as required to reflect changes in processes or compliance standards.