

Standard Operating Procedure (SOP)

Receiving and Inspection of Office Supplies

This SOP details the **receiving and inspection of office supplies**, covering procedures for verifying delivery accuracy, assessing the condition of received items, documenting discrepancies or damages, and ensuring proper storage. The goal is to maintain inventory accuracy, prevent supply shortages, and uphold quality standards by systematically managing incoming office materials.

1. Purpose

To ensure all office supplies received are accurate, undamaged, and properly stored, maintaining inventory records and quality standards.

2. Scope

This procedure applies to all personnel involved in the receipt, inspection, and storage of office supplies at [Company/Department Name].

3. Responsibilities

- **Receiving Staff:** Physically check deliveries, inspect items, document discrepancies, and update inventory records.
- **Supervisors/Managers:** Ensure compliance with this SOP, address discrepancies, and liaise with suppliers as needed.
- **Administrative Staff:** Maintain records and process documentation.

4. Procedure

1. **Preparation**
 - Obtain purchase order (PO) and delivery documentation in advance.
2. **Receiving Delivery**
 - Confirm identity of delivery personnel and verify delivery documentation.
 - Direct delivery to designated receiving area.
3. **Inspection**
 - Compare items delivered to purchase order and delivery note.
 - Check quantity and condition of each item.
 - Inspect packaging for damage or evidence of tampering.
4. **Documentation of Issues**
 - Note any discrepancies (wrong quantity, item, or damage) on the delivery note and in the inventory log.
 - Photograph damages if possible; retain damaged packaging for supplier review.
 - Contact supplier/vendor immediately to resolve significant issues.
5. **Acceptance and Storage**
 - Sign and date delivery documentation once items are accepted.
 - Update inventory records with received quantities and item details.
 - Store supplies in appropriate locations, following any specific handling instructions.

5. Records and Documentation

- Maintain delivery notes, inspection checklists, and discrepancy/damage reports for audit and reference.
- Inventory logs must be updated promptly following each delivery.

6. Forms and Templates

Form Name	Description
Delivery Receipt Log	Record of deliveries, quantities, and receiving staff signature.

Inspection Checklist	Checklist for item condition, completeness, and damage notes.
Discrepancy Report	Report form for any order discrepancies, defects, or damages.

7. Revision and Review

- This SOP should be reviewed annually or as needed following updates to procedures or supplier requirements.

8. References

- Company Procurement Policy
- Inventory Management Guidelines
- Supplier Agreements