

# SOP Template: Supplier Documentation and Shipment Verification

This SOP details the process for **supplier documentation and shipment verification**, covering the verification of supplier credentials, review of shipping documents, inspection of received goods, cross-checking quantities and specifications, handling discrepancies, and ensuring compliance with company standards and regulatory requirements. The aim is to maintain accuracy in supply chain operations, prevent errors, and ensure the timely and correct receipt of materials.

## 1. Purpose

To standardize and control the process of verifying supplier documents and shipments to ensure the receipt of compliant, accurate, and timely materials.

## 2. Scope

This procedure applies to all incoming shipments and suppliers providing goods/materials to the company.

## 3. Responsibilities

- **Procurement Team:** Verifies supplier credentials and documentation.
- **Warehouse/Receiving Staff:** Receives, inspects, and checks shipments against documentation.
- **Quality Assurance (QA):** Handles compliance and discrepancy resolution.

## 4. Procedure

- Supplier Credential Verification**
  - Confirm supplier's current certifications, licenses, and approved vendor status.
  - Ensure all documents are valid and up-to-date before order placement.
- Review of Shipping Documents**
  - Upon pre-advice of shipment, obtain and review all relevant documents:
    - Purchase Order (PO)
    - Invoice
    - Packing List
    - Certificate of Analysis/Conformance (if applicable)
    - Bill of Lading/Airway Bill
    - Customs documentation (if required)
  - Cross-check documents for consistency and completeness.
- Inspection of Received Goods**
  - Visually inspect packaging and labeling upon receipt.
  - Examine goods for damage, tampering, or irregularities.
  - Verify conformance to specifications as per PO.
- Cross-Checking Quantities and Specifications**
  - Count and record number of packages/units received.
  - Compare received items and quantities against PO and packing list.
  - Check product codes, lot numbers, and other identifiers.
- Handling Discrepancies**
  - Document any shortages, overages, or damage found.
  - Report discrepancies immediately to Procurement and QA.
  - Isolate affected materials and do not enter into inventory until resolution.
  - Coordinate with supplier for corrective actions (replacement, credit, etc.).
- Compliance and Documentation**
  - Ensure all documentation (both electronic and hardcopy) is complete and stored as per company policy.
  - Archive records for regulatory audits and internal reviews.

## 5. Documentation and Records

Document/Record	Responsible	Retention Period
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Supplier Credential Files	Procurement	5 years
Receiving Checklist	Warehouse	3 years
Discrepancy/Non-Conformance Reports	QA	5 years
Shipment Documentation	Procurement, Warehouse	5 years

## 6. References

- Company Quality Manual
- Applicable regulatory and industry standards
- Internal Purchase Order Policy

## 7. Revision History

Revision	Date	Description	Approved By
01	2024-06-01	Initial Release	Quality Manager