

SOP: Inventory Receiving and Reconciliation Procedures

This SOP details **inventory receiving and reconciliation procedures**, covering the accurate receipt of goods, verification against purchase orders, quality inspection, proper documentation, updating inventory records, and resolving discrepancies. The goal is to ensure efficient inventory management, minimize errors, and maintain accurate stock levels through systematic checks and timely reconciliation processes.

1. Purpose

To establish standard procedures for receiving inventory and reconciling records to ensure the accuracy and integrity of stock levels.

2. Scope

This procedure applies to all staff involved in the receipt, documentation, inspection, and recordkeeping of inventory in the organization.

3. Responsibilities

- **Receiving Staff:** Receives and inspects goods, documents receipt, reports discrepancies.
- **Inventory Manager:** Oversees reconciliation, investigates discrepancies, updates records.
- **Procurement Team:** Provides purchase orders and resolves any order-related issues.

4. Procedure

1. **Preparation**
 - Review scheduled deliveries and corresponding purchase orders (POs).
 - Ensure receiving area and equipment are ready.
2. **Receipt of Goods**
 - Accept delivery only with a valid PO and delivery note.
 - Unpack goods in the designated receiving area.
3. **Verification**
 - Check items against the PO for quantity, description, and specifications.
 - Inspect for visible damage, expiration dates, and quality compliance.
4. **Documentation**
 - Record findings on the receiving log and inventory system.
 - Notate any discrepancies or damage on delivery note and inform supplier if necessary.
5. **Quality Inspection**
 - Conduct detailed quality checks as per company standards.
 - Segregate defective or non-conforming items for return or further evaluation.
6. **Update Inventory Records**
 - Enter received items into inventory system promptly.
 - File all related documents (PO, delivery note, inspection report).
7. **Reconciliation**
 - Compare actual received quantities with PO and system records.
 - Identify, investigate, and resolve any discrepancies with procurement and supplier.
8. **Finalization**
 - Store accepted inventory in the designated area with proper labeling.
 - Archive all documentation as per recordkeeping policies.

5. Documentation & Records

- Purchase Orders (POs)
- Receiving Log/Records
- Delivery Notes
- Quality Inspection Report
- Inventory Management System Entries
- Discrepancy/Incident Reports

6. Discrepancy Resolution

1. Log all discrepancies in the system and on delivery documents.
2. Notify Inventory Manager and Procurement immediately.
3. Contact supplier for clarification or corrective action.
4. Document the resolution process and outcomes, update inventory records as needed.

7. Review and Continuous Improvement

- Conduct periodic audits of inventory records and procedures.
- Solicit feedback from staff to identify process improvements.
- Update the SOP as needed to incorporate best practices or corrective actions.

8. Appendices

Document	Description
Inventory Receiving Checklist	Step-by-step list to complete each receiving task
Discrepancy Report Template	Form to record issues and actions taken
Sample Quality Inspection Report	Standardized format for recording inspection results