SOP: Verification of Delivery Documentation

This SOP details the **verification of delivery documentation** process, including the thorough examination and cross-checking of purchase orders (PO), packing lists, and invoices. It ensures accuracy and consistency between ordered items and delivered goods, supports proper inventory management, prevents discrepancies, facilitates timely payments, and maintains compliance with procurement policies and financial controls.

1. Purpose

To establish a standardized process for verifying delivery documentation (PO, packing list, invoices) to ensure all goods received match the items and quantities ordered, and documentation is complete and accurate.

2. Scope

This SOP applies to all personnel involved in the procurement, receipt, and verification of goods and related documentation.

3. Responsibilities

- **Procurement Staff:** Ensure PO accuracy and communicate with vendors.
- **Receiving Staff:** Verify deliveries against POs, packing lists, and invoices.
- **Accounts Payable:** Confirm all documents match before processing payment.
- **Warehouse/Inventory Staff:** Record inventory upon successful verification.

4. Procedure

1. **Preparation**
   - Obtain the relevant Purchase Order (PO) prior to delivery.
   - Prepare the receiving area to accept and inspect goods.
2. **Receipt of Goods**
   - Upon arrival, collect the vendor's packing list and invoice accompanying the delivery.
3. **Document Verification Steps**
   - Compare the **packing list** contents to the **Purchase Order**:
     - Verify item descriptions, quantities, and part numbers.
     - Check for back-ordered or missing items.
   - Compare the **invoice** to both the **PO** and the **packing list**:
     - Ensure quantities and product details match.
     - Confirm unit cost, total prices, and any applicable taxes or discounts.
4. **Inspection of Goods**
   - Physically inspect delivered items for:
     - Quantity accuracy
     - Product quality and/or damages
     - Compliance with order specifications
5. **Resolution of Discrepancies**
   - If any mismatches or damages are found, note details on the receiving report.
   - Contact the vendor and procurement for resolution, hold payment until resolved if necessary.
6. **Documentation & Records**
   - Sign and date all verified documents.
   - Maintain copies of the PO, packing list, signed receiving report, and invoice.
   - Forward documents to Accounts Payable for payment processing.

5. Documentation Requirements

Document	Responsible Party	Retention Period
Purchase Order (PO)	Procurement	5 years
Packing List	Receiving/Warehouse	5 years
Invoice	Accounts Payable	7 years
Receiving Report	Receiving/Warehouse	5 years

6. References

- Procurement Policy Manual
- Financial Controls Guidelines

7. Revision History

Date	Version	Description	Prepared By
2024-06-20	1.0	Initial SOP Release	Procurement Team