



# Restaurant Vendor Delivery & Invoice Verification Checklist 2026

## Delivery Documentation & Logistics

Verification of delivery time, driver identification, and matching the delivery note against the original purchase order.

**Delivery Date**

**Delivery Arrival Time**

**Vendor Name**

**Delivery Note / Packing Slip Number**

### Purchase Order (PO) Number

### Delivery Status

- ☐ Complete
- ☐ Partial Delivery
- ☐ Incomplete / Missing Items

### Upload Scanned Delivery Note

 Upload File

### Receiving Clerk Signature

## Invoice & Pricing Accuracy

Cross-referencing unit prices, quantities, and total amounts on the invoice against the approved contract rates and physical counts.

### Invoice Date

### Purchase Order (PO) Number

Write something...

### Total Invoice Amount

Enter a number...

### Price Match Status

- ☐ Price Matches PO
- ☐ Price Discrepancy Found

### Price Discrepancy Details

Write something...

### Upload Scanned Invoice

 Upload File

### Verifier Signature

## Product Quality & Freshness Inspection

Detailed inspection of perishable goods, including sensory evaluation (smell, texture, appearance) and checking for signs of spoilage.

### Produce Freshness Status

- ☐ Excellent
- ☐ Acceptable
- ☐ Substandard
- ☐ Rejected

### Detailed Quality Observations

Write something...

### Identified Defects

- ☐ Bruising/Damage
- ☐ Unusual Odor
- ☐ Discoloration
- ☐ Wilting/Softness
- ☐ Packaging Compromised

### Photo Evidence of Defective Items

 Upload File

### Inspector Verification

# Temperature & Food Safety Compliance

Recording internal temperatures of chilled and frozen goods upon arrival to ensure they meet HACCP and food safety standards.

## Delivery Date

Enter date...

## Arrival Time

Enter time...

## Chilled Goods Temperature (°C/°F)

Enter a number...

## Frozen Goods Temperature (°C/°F)

Enter a number...

## Temperature Compliance Status

- ☐ Within Safe Limits
- ☐ Temperature Deviation Detected

## Temperature Deviation Details

Write something...

### Receiving Officer Signature

## Packaging & Container Integrity

Checking for damaged boxes, punctured vacuum seals, dented cans, or compromised packaging that could lead to contamination.

### Package Condition Status

- ☐ Intact
- ☐ Damaged
- ☐ Tampered
- ☐ Leaking/Broken

### Identified Packaging Issues

- ☐ Dented Cans
- ☐ Crushed Boxes
- ☐ Broken Seals
- ☐ Wet/Soggy Packaging
- ☐ Contaminated Outer Layer

### Damage Description Details

Write something...

### Photo Evidence of Damage

 Upload File

### Receiver Verification

## Weight & Quantity Verification

Re-weighing bulk items and counting individual units to ensure the physical stock matches the invoiced quantity.

### Expected Quantity (per PO)

Enter a number...

### Actual Quantity Received

Enter a number...

### Measured Weight (kg/lbs)

Enter a number...

### Quantity Discrepancy Status

- ☐ Match
- ☐ Shortage
- ☐ Overage
- ☐ Damaged/Incomplete

### Discrepancy Details

Write something...

### Delivery Note Photo

 Upload File

### Receiver Signature

## Expiry Date & Shelf Life Audit

Verifying minimum remaining shelf life and recording expiration dates for all incoming dry, chilled, and frozen goods.

### Expiry Date Recorded

Enter date...

### Remaining Shelf Life (Days)

Enter a number...

### Product Condition Status

- ☐ Good/Optimal
- ☐ Short Shelf Life
- ☐ Expired/Unacceptable

### Notes on Product Degradation or Issues

Write something...

### Receiver Verification Signature

## Discrepancy & Rejection Log

Documentation of any items returned, credited, or rejected due to quality or quantity errors, including reason codes and credit memo numbers.

### Date of Discrepancy Discovery

Enter date...

### Type of Issue

- ☐ Short Shipment
- ☐ Damaged Goods
- ☐ Incorrect Item Delivered
- ☐ Temperature Violation
- ☐ Expired/Short Shelf Life
- ☐ Pricing Mismatch

### Item Name/SKU

Write something...

### Quantity Rejected/Missing

Enter a number...

### Detailed Description of Issue

Write something...

### Photo Evidence of Damage/Error



Upload File

### Receiving Staff Signature

## Storage & Inventory Integration

Confirmation that all accepted goods have been correctly labeled, dated, and moved to their appropriate storage zones (Dry, Chilled, or Frozen).

### Primary Storage Destination

- ☐ Dry Storage
- ☐ Chiller/Refrigerator
- ☐ Freezer
- ☐ Cold Room

### Storage Entry Date

### New Batch/Lot Number

### Expiry Date (DD/MM/YYYY)

### Labeling Completed

- ☐ Date Labeled
- ☐ Contents Labeled
- ☐ Allergen Warning Applied

### Inventory Clerk Verification

< Previous

> Next

✓ Finish

✂ Generate Sample Report