



Retail Vendor Delivery & Invoice Reconciliation Checklist 2026

Pre-Delivery Preparation

Tasks to complete before the delivery vehicle arrives, including scheduling, space allocation, and staff readiness.

Scheduled Delivery Date

Expected Vendor Name

Delivery Dock/Loading Bay Assignment

- ☐ Loading Dock A
- ☐ Loading Dock B
- ☐ Main Entrance/Side Door

Pre-Arrival Tasks Completed

- ☐ Receiving area cleared of obstructions
- ☐ Staff notified of incoming shipment
- ☐ Pallets/Bins prepared for unloading
- ☐ Purchase Order (PO) printed and ready

Special Handling Instructions

Write something...

Delivery Arrival & Documentation Verification

Verification of delivery driver credentials, manifest accuracy, and checking the packing slip against the original purchase order.

Delivery Date

Enter date...

Vendor Name

Write something...

Purchase Order (PO) Number

Write something...

Delivery Status

- ☐ On Time
- ☐ Delayed
- ☐ Early

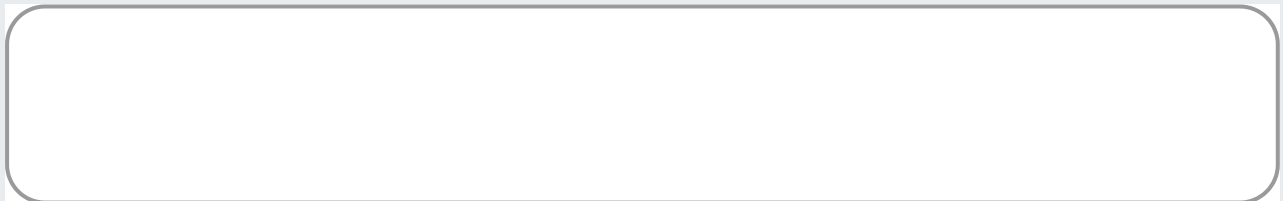
Documents Received

- ☐ Packing Slip
- ☐ Invoice
- ☐ Certificate of Analysis/Origin
- ☐ Bill of Lading

Scan/Photo of Delivery Note

 Upload File

Receiving Clerk Signature



Physical Goods Inspection

Detailed inspection of incoming items for quantity accuracy, external packaging integrity, and signs of transit damage.

Inspection Date

Enter date...

Total Units Received

Enter a number...

Packaging Condition

- ☐ Intact
- ☐ Damaged
- ☐ Tampered

Identified Issues

- ☐ Crushed Boxes
- ☐ Water/Moisture Damage
- ☐ Missing Items
- ☐ Incorrect Item SKU

Damage Description Details

Write something...

Damage Evidence Photos

 Upload File

Inspector Signature

Quality Assurance & Product Compliance

Checking specific product attributes such as expiration dates, batch numbers, temperature logs (if applicable), and manufacturing standards.

Product Condition Status

- ☐ Excellent - No visible damage
- ☐ Minor Packaging Damage - Item intact
- ☐ Damaged - Item unusable
- ☐ Discrepancy - Incorrect item received

Expiration Date Verification

Batch/Lot Number Check

Compliance Requirements Met

- ☐ Tamper-evident seals intact
- ☐ Safety labeling present
- ☐ Temperature requirements met
- ☐ Manufacturer documentation included

Photo Evidence of Damages

 Upload File

Detailed Quality Notes

Write something...

Invoice Reconciliation & Discrepancy Management

Cross-referencing the physical count with the vendor invoice and documenting any short-ships, overages, or damaged goods for credit memos.

Invoice Total Amount

Enter a number...

Reconciliation Status

- ☐ Fully Reconciled
- ☐ Discrepancy Found
- ☐ Partial Delivery Only

Discrepancy Details

Write something...

Discrepancy Photo/Document Upload

 Upload File

Receiving Manager Approval

Stockroom Integration & Put-away

Procedures for labeling new stock, updating the Inventory Management System (IMS), and moving items to their designated storage bins.

Storage Zone Assignment

- ☐ Main Warehouse
- ☐ Secondary Storage
- ☐ High-Security Vault
- ☐ Display/Floor Ready

Items Logged into IMS

Enter a number...

Labeling Completed

- ☐ SKU/Barcode Scanned
- ☐ Price Tag Applied
- ☐ Security Tag Attached
- ☐ Expiration Date Marked

Date of Put-away

Enter date...

Stockroom Supervisor Approval

Post-Delivery Administrative Closure

Finalizing the paper trail, signing off on digital logs, notifying the procurement department, and archiving the completed delivery record.

Date of Completion

Enter date...

Internal Purchase Order Reference Number

Write something...

Notification Tasks Completed

- ☐ Accounting/Finance Department Notified
- ☐ Inventory Management System (IMS) Updated
- ☐ Procurement/Purchasing Manager Notified
- ☐ Vendor Notified of Discrepancies (if any)

Scanned Signed Delivery Note/Invoice

 Upload File

Receiving Supervisor Signature

< Previous

> Next

✓ Finish

 Generate Sample Report