



Warehouse Inventory Receiving Checklist Template

Advance Notification & Preparation

Confirm delivery schedule, prepare receiving area, and gather necessary documents (PO, packing list).

Expected Delivery Date

Expected Delivery Time

Purchase Order (PO) Number

Carrier

- UPS
- FedEx
- USPS
- Truckload
- LTL
- Other

Special Delivery Instructions (if any)

Write something...

Receiving Team Lead

- Team Lead A
- Team Lead B
- Team Lead C

Copy of Purchase Order (PO)

 Upload File

Arrival & Verification

Verify carrier, check for damage during transit, and confirm delivery paperwork matches PO.

Arrival Date

Enter date...

Arrival Time

Truck/Container Number

Enter a number...

Carrier

- Carrier A
- Carrier B
- Carrier C
- Other

Bill of Lading (BOL) Present?

- Yes
- No

BOL Number (if applicable)

Write something...

Packaging Condition

- Excellent
- Good
- Fair
- Damaged

Notes on Packaging Condition (if applicable)

Write something...

Unpacking & Counting

Carefully unpack items, accurately count quantities, and inspect for damage or discrepancies.

Quantity Received (Item 1)

Enter a number...

Quantity Ordered (Item 1)

Enter a number...

Quantity Short/Over (Item 1)

Enter a number...

Condition of Packaging (Item 1)

- Excellent
- Good
- Fair
- Damaged

Defects Observed (Item 1)

- Scratches
- Dents
- Broken Parts
- Incorrect Labeling
- None

Quantity Received (Item 2)

Enter a number...

Unit of Measure Verification (Item 1)

- Verified
- Not Verified

Quality Inspection

Assess the condition and quality of received goods against established standards.

Visible Damage (e.g., dents, scratches, tears)

- None
- Minor
- Moderate
- Severe

Quantity Discrepancy (Overage/Shortage)

Enter a number...

Detailed Description of any Damage/Defects

Write something...

Packaging Integrity

- Excellent
- Good
- Fair
- Poor

Functionality (if applicable)

- Functional
- Non-Functional
- Partially Functional

Attach Photos of Damage/Defects (Optional)

 Upload File

Barcode/Label Verification

Scan or verify barcodes/labels on received items to ensure correct identification.

Expected Quantity (from PO)

Enter a number...

Scanned Quantity

Enter a number...

Discrepancy Count (if any)

Enter a number...

Barcode Readable?

- Yes
- No
- Partially

Notes on Barcode/Label Quality (if not readable)

Write something...

Label Correct?

- Yes
- No
- Unsure

Discrepancy Resolution

Document and resolve any discrepancies (shortages, overages, damages) with the carrier and supplier.

Description of Discrepancy

Write something...

Quantity Short/Over

Enter a number...

Type of Discrepancy

- Shortage
- Overage
- Damage
- Incorrect Item
- Other


Responsible Party

- Carrier
- Supplier
- Warehouse Staff
- Receiving Clerk

Communication with Supplier/Carrier

Write something...

Supporting Documentation (Photos, Email)

 Upload File

Date of Resolution

Enter date...

Inventory Update

Update warehouse inventory management system with received quantities and lot numbers.

Received Quantity

Enter a number...

Adjusted Quantity (if applicable)

Enter a number...

Unit of Measure

Each

Box

Pallet

Case

Lot Number/Batch Code

Expiration Date (if applicable)

Notes/Comments (e.g., condition, special instructions)

Write something...

Serial Number (if applicable)

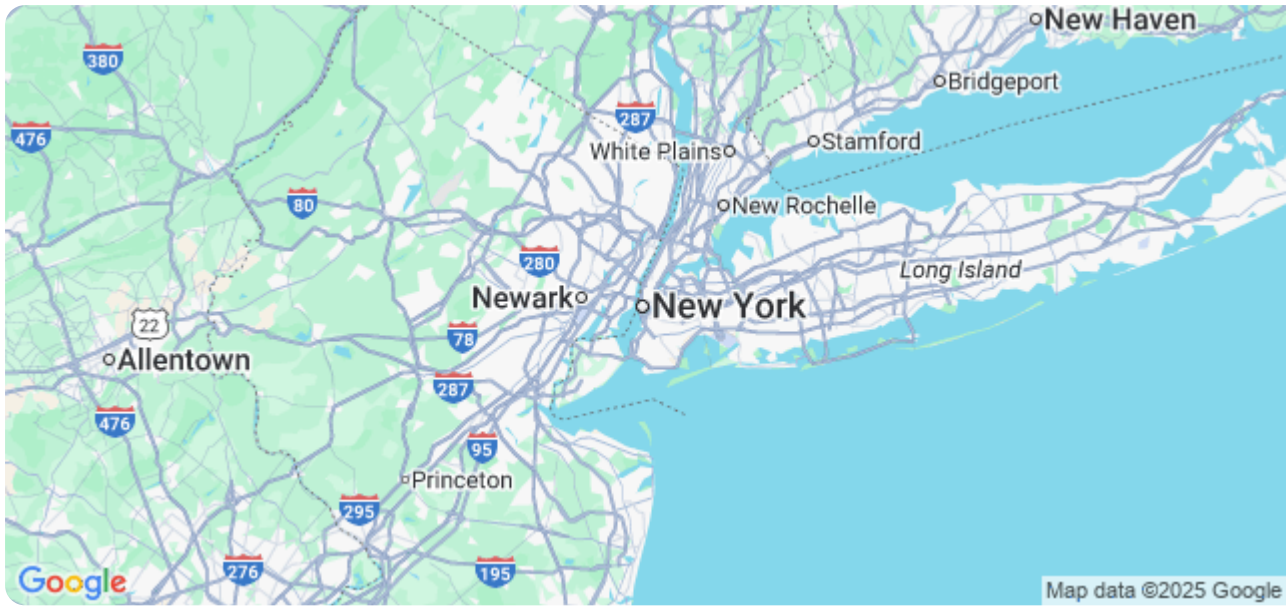
Enter a number...

Storage & Location

Move received goods to designated storage locations and confirm correct placement.

Designated Storage Location

 [Set My Current Location](#)



Quantity Stored

Enter a number...

Storage Method

- Pallet Racking
- Shelving
- Floor Stacking
- Other

Specific Bin/Rack Details (if applicable)

Write something...

Condition of Storage Area

- Clean & Organized
- Minor Issues
- Needs Attention

Documentation & Record Keeping

File all receiving documents (PO, packing list, receiving report) for audit trail.

Packing List Document

 Upload File

Purchase Order (PO) Copy

 Upload File

Discrepancy Notes (if applicable)

Write something...

Resolution Status

- Resolved
- Pending
- Escalated

Document Retention Expiration Date

Enter date...

Document ID / Reference Number

Enter a number...

Carrier Communication Log (Notes)

Write something...

Final Review & Sign-Off

Review the entire receiving process for accuracy and completeness before final sign-off.

Date of Review

Enter date...

Reviewer Name

Write something...

Reviewer Title/Position

Write something...

Total Items Received (Confirm Count)

Enter a number...

Comments/Notes (if any)

Write something...

Overall Receiving Accuracy

- Excellent
- Good
- Fair
- Needs Improvement

Reviewer Signature
