



Warehouse Receiving Process Compliance Checklist

 Show only Checklist

Display Style
Default 

Pre-Receiving Documentation

Verifying Advance Shipping Notices (ASNs) and Purchase Orders (POs) for accuracy and completeness.

ASN Received Date

Enter date...

ASN Document

 Upload File



ASN Number

Enter a number...

ASN Status

☐ Received

☐ Pending

☐ Rejected

PO Number

Enter a number...

Notes on PO Review

Write something...

Receiving Area Preparation

Ensuring adequate space, equipment, and personnel are available for receiving.

Available Dock Space (sq ft)

Enter a number...

Number of Receiving Personnel

Enter a number...

Equipment Availability (Forklift, Pallet Jacks, Conveyor)

- ☐ Forklift
- ☐ Pallet Jack
- ☐ Conveyor
- ☐ None

Lighting Condition

- ☐ Adequate
- ☐ Needs Improvement
- ☐ Insufficient

Last Area Cleanliness Check

Enter date...

Notes on Area Condition

Write something...

Arrival & Dock Assignment

Properly assigning dock doors and verifying carrier paperwork.

Dock Number Assigned

Carrier Arrival Confirmation

- ☐ Confirmed
- ☐ Pending
- ☐ No Response

Scheduled Arrival Date

Actual Arrival Time

Dock Assignment Status

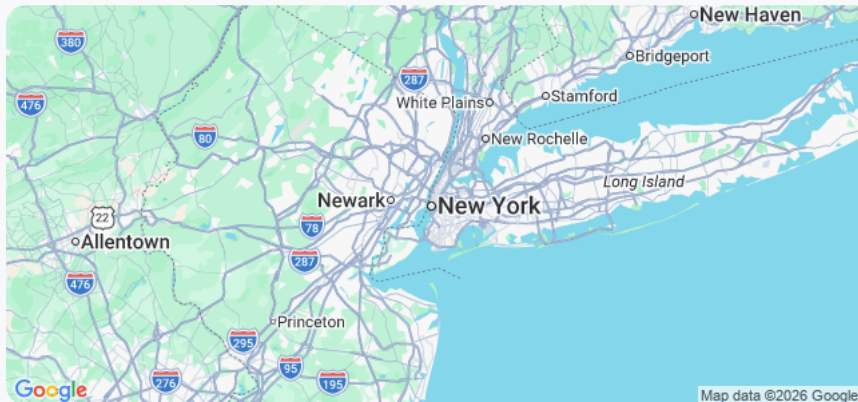
- ☐ Assigned
- ☐ Waiting
- ☐ Reassigned

Carrier Representative Signature

Write something...

GPS Coordinates of Arrival

 [Set My Current Location](#)



Goods Inspection & Verification

Checking for damages, shortages, and verifying contents against shipping documents.

ASN/PO Quantity Received

Enter a number...

Actual Quantity Received

Enter a number...

Condition of Goods (Upon Arrival)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged
- ☐ Unacceptable

Description of Damages (If Applicable)

Write something...

Discrepancies Found (Select all that apply)

- ☐ Incorrect Items
- ☐ Shortages
- ☐ Overages
- ☐ Wrong Size/Color
- ☐ No Visible Discrepancies

Upload Photo Documentation (Damage/Discrepancy)

 Upload File

Lot Number/Serial Number (If Applicable)

Write something...

Labeling and Marking

Ensuring correct labeling and marking of received goods.

Labeling Standard Compliance

- ☐ GS1
- ☐ Custom
- ☐ Other

Number of Labels Applied Per Unit

Enter a number...

Marking Information Included

- ☐ Part Number
- ☐ Lot Number
- ☐ Date Code
- ☐ Serial Number
- ☐ UPC/EAN

Example Label Image (Reference)

 Upload File

Label Material Type

- ☐ Paper
- ☐ Polypropylene
- ☐ Vinyl
- ☐ Other

Any Special Marking Instructions

Write something...

Inventory Update & Putaway

Updating inventory records and appropriately putaway received goods.

Quantity Received

Enter a number...

Condition of Goods

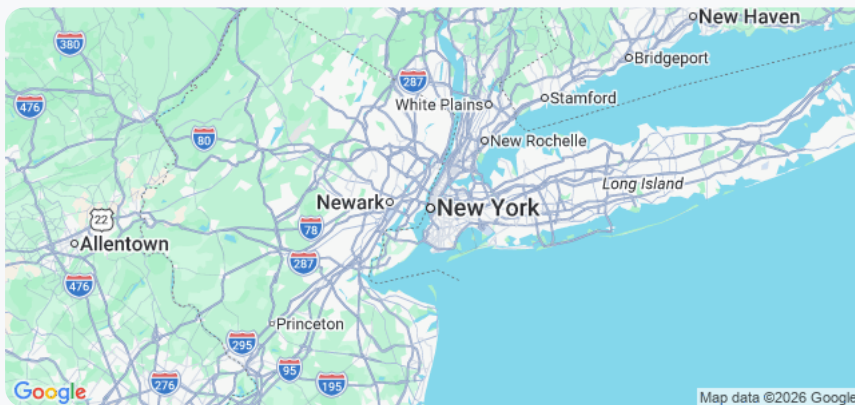
- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged

Lot/Serial Number Verification Status

- ☐ Verified
- ☐ Not Required
- ☐ Not Verified

Putaway Location

 [Set My Current Location](#)



Time of Putaway

Enter date...

Notes on Putaway (e.g., special handling)

Write something...

Discrepancy Resolution

Following procedures for resolving any discrepancies found during receiving.

Discrepancy Type

- ☐ Quantity Discrepancy
- ☐ Damage
- ☐ Incorrect Item
- ☐ Missing Item
- ☐ Labeling Error

Quantity Discrepancy (+/-)

Enter a number...

Detailed Description of Discrepancy

Write something...

Supporting Photo/Document

 Upload File

Resolution Method

- ☐ Return to Supplier
- ☐ Credit Memo
- ☐ Replacement Shipment
- ☐ Adjust Inventory

Resolution Date Requested

Enter date...

Supplier Communication Notes

Write something...

Documentation & Record Keeping

Maintaining accurate receiving records and supporting documentation.

Receiving Date

Enter date...

Receiving Time

Enter time...

ASN Number

Enter a number...

PO Number

Enter a number...

Scanned Receiving Document

 Upload File

Receiving Notes/Comments

Write something...

Discrepancy Resolution Status

- ☐ Resolved
- ☐ Pending
- ☐ Escalated

Receiver Signature

Safety & Security

Adhering to safety protocols and security measures during the receiving process.

Dock Door Security Check Completed?

- ☐ Yes
- ☐ No

Number of Visible Security Cameras Operational

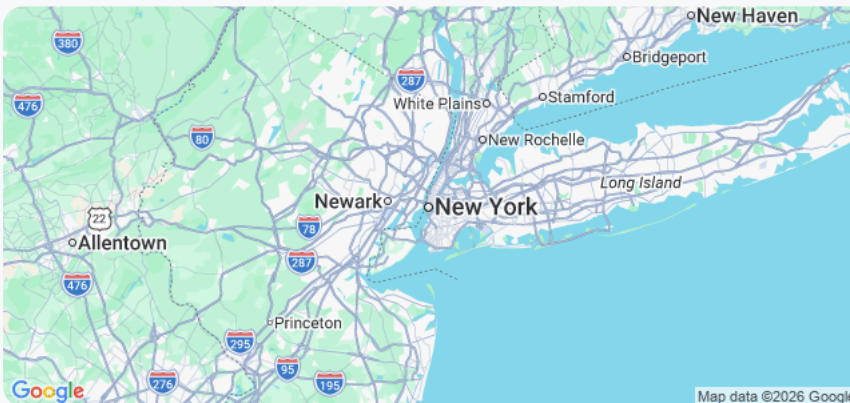
Enter a number...

PPE Usage Verified (Select all that apply)

- ☐ Safety Glasses
- ☐ Gloves
- ☐ Steel-Toe Boots
- ☐ High-Vis Vest

Location of Security Incident (if applicable)

 [Set My Current Location](#)



Time of Security Patrol Check

Enter time...

Security Personnel Signature

Equipment Maintenance & Calibration

Ensuring receiving equipment is properly maintained and calibrated.

Last Calibration Date (Scales)

Enter date...

Calibration Result (Scales)

Enter a number...

Last Maintenance Date (Forklifts)

Enter date...

Maintenance Notes (Forklifts)

Write something...

Barcode Scanner Functionality Check

☐ Working Properly

☐ Needs Repair

☐ Not Applicable

Last Inspection Date (Conveyor Belt)

Enter date...

Serial Number (Barcode Scanner)

Enter a number...