




# Warehouse Receiving Process Compliance Checklist

## Pre-Receiving Documentation

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

### ASN Received Date

### ASN Document

 Upload File

### ASN 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

Enter a number...

### Carrier Arrival Confirmation

- ☐ Confirmed
- ☐ Pending
- ☐ No Response

Scheduled Arrival Date

Enter date...

Actual Arrival Time

Dock Assignment Status

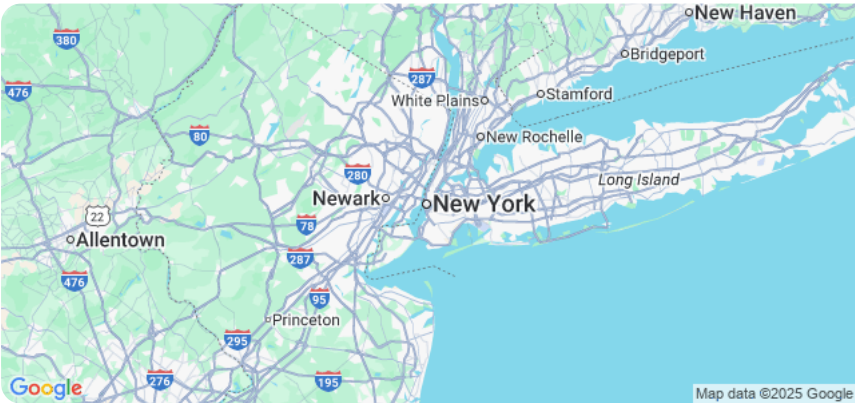
- ☐ Assigned
- ☐ Waiting
- ☐ Reassigned

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

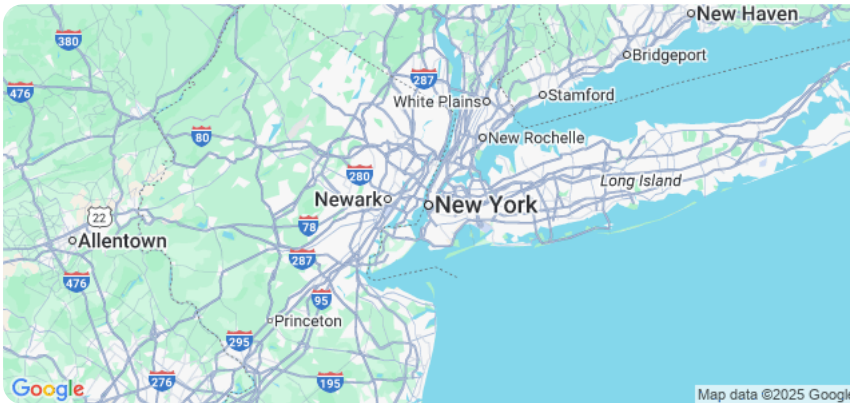
- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged

### 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

### 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

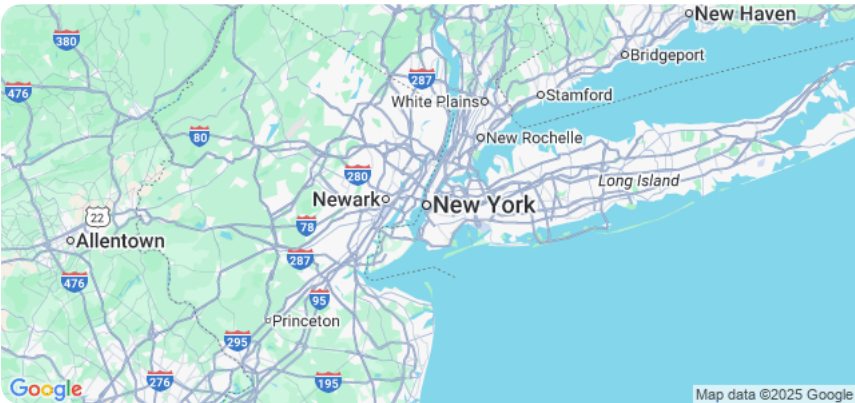
Enter a number...

PPE Usage Verified (Select all that apply)

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

Location of Security Incident (if applicable)





Time of Security Patrol Check

Security Personnel Signature

Equipment Maintenance & Calibration

Ensuring receiving equipment is properly maintained and calibrated.

Last Calibration Date (Scales)

### 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...