✅ ChecklistGuro

WMS Receiving Process Checklist

Advance Shipment Notification (ASN) Review

Verify ASN receipt and details against purchase order.

ASN Receipt Date

Enter date...

ASN Number

Enter a number...

ASN Received Electronically?

☐ Yes

☐ No

Purchase Order Number

Enter a number...

ASN Notes/Comments

Write something...

PO Alignment with ASN?

☐ Matches

☐ Minor Discrepancies

☐ Significant Discrepancies

Expected Quantity

Enter a number...

Arrival & Dock Assignment

Confirm carrier arrival, schedule dock assignment, and verify appointment adherence.

Scheduled Arrival Date

Enter date...

Scheduled Arrival Time

Enter time...

Expected Number of Trailers

Enter a number...

Dock Assignment Status

☐ Assigned

☐ Pending

☐ Unassigned

Dock Number Assigned

Enter a number...

Dock Location (GPS Coordinates)

Set My Current Location

Map data ©2025 Google

Carrier Confirmation Received?

☐ Yes
☐ No

Carrier Contact Name

Write something...

Unloading & Palletization

Oversee unloading process, verify pallet integrity, and ensure proper documentation.

Arrival Time

Enter time...

Pallet Count (Actual)

Enter a number...

Pallet Count (ASN)

Enter a number...

Pallet Condition

☐ Good

☐ Damaged - Minor

☐ Damaged - Major

☐ Unknown

Notes on Pallet Condition (if damaged)

Write something...

Unloading Method

☐ Forklift

☐ Manual

☐ Other

Additional Unloading Notes

Write something...

Receiving in WMS

Accurate data entry of received goods into the WMS, including quantity, lot numbers, and expiration dates.

Received Quantity

Enter a number...

Quantity Discrepancy

Enter a number...

Discrepancy Notes (if applicable)

Write something...

Condition of Goods

☐ Excellent
☐ Good
☐ Damaged
☐ Missing

Lot Numbers/Serial Numbers

Receiving Date

Enter date...

Receiving Time

Enter time...

Quality Inspection

Perform quality checks on received goods as per established procedures (sampling, visual inspection, etc.).

Describe any visible damage to packaging.

Write something...

Quantity Received (vs. Purchase Order)

Enter a number...

Defects Observed (Select all that apply)

☐ Dents
☐ Scratches
☐ Broken Seals
☐ Missing Components
☐ Expired Date
☐ None

Number of Damaged Units

Enter a number...

Overall Quality Assessment

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Upload Photos/Documentation (if applicable)

⬆ Upload File

Additional Comments/Observations

Write something...

Labeling & Barcoding

Verify proper labeling and barcode application for accurate tracking within the WMS.

Barcode Type Verified?

☐ UPC/EAN

☐ Code 128

☐ QR Code

☐ Other

Barcode Data Matches PO?

Write something...

Number of Barcodes Scanned

Enter a number...

Label Information Present?

☐ Product Name

☐ Lot Number

☐ Expiration Date

☐ Quantity

☐ Manufacturer

Label Quality?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

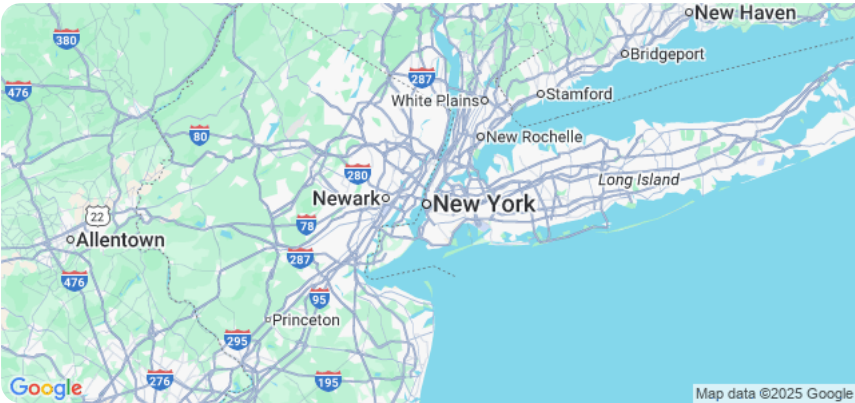**Barcode Readability Assessment (if poor)**

Write something...

Putaway Verification

Confirm correct putaway of received goods to designated locations within the warehouse, tracked within the WMS.

Putaway Location Confirmed

📍 Set My Current Location

Map data ©2025 Google

Quantity Putaway Verified

Enter a number...

Pallet Condition

☐ Good

☐ Damaged

☐ Fair

Lot/Serial Number Verified

☐ Yes

☐ No

Barcode Scan Count

Enter a number...

Notes/Comments (if applicable)

Write something...

Documentation & Record Keeping

Maintain accurate records of receiving processes, including discrepancies, damages, and rejections.

Receiving Notes/Comments

Write something...

Quantity Discrepancies (if any)

Enter a number...

Description of Discrepancies (if any)

Write something...

Date of Receiving Discrepancy Report (if applicable)

Enter date...

Supporting Documentation (e.g., photos of damage)

⬆ Upload File

Resolution Status

☐ Resolved

☐ Pending

☐ Escalated

Resolution Details

Write something...

Receiver's Signature

Discrepancy Resolution

Procedures for addressing discrepancies between ASN, purchase order, and actual received goods.

Description of Discrepancy

Write something...

Type of Discrepancy

- ☐ Quantity Discrepancy
- ☐ Product Discrepancy
- ☐ Packaging Damage
- ☐ Missing ASN
- ☐ Other

Discrepant Quantity

Enter a number...

Resolution Status

- ☐ Pending
- ☐ Resolved
- ☐ Escalated

Resolution Notes

Write something...

Discrepancy Reported Date

Enter date...

Resolution Date

Enter date...

Resolution Approver Signature

Safety Compliance

Ensure adherence to safety protocols during receiving operations (forklift safety, pedestrian walkways, etc.).

Forklift Inspection Count

Enter a number...

PPE Usage Verified?

☐ Safety Glasses

☐ Gloves

☐ Steel Toe Boots

☐ High-Visibility Vest

Dock Safety Barriers Present?

☐ Yes

☐ No

☐ N/A

Last Safety Training Date

Enter date...

Hazardous Material Storage Area Verified

📍 Set My Current Location