

Warehouse Goods Receiving Checklist

By Checklister

☐ Identify and prepare the delivery

☐ Record the receiving site

☐ Record the supplier

Use the supplier named on the approved order; resolve an unfamiliar shipment before unloading outside your authority.

☐ Record the approved order reference

Use the purchase order or other authorized order ID; keep the current item-level order available.

☐ Record the delivery reference

Use the delivery note, packing list or shipment ID that will connect the inspection and receipt records.

☐ Record the receiving time

Record actual arrival/receipt time; include the site timezone in run notes.

☐ Record the receiver

☐ Check receiving instructions and decision authority

Identify the company's acceptance checks, who can approve differences or release held goods, and the designated accepted and hold locations. Confirm any item-specific handling instructions; route regulated or specialist goods to their separate procedure.

☐ Prepare the receiving area and handling resources

Check that the receiving and inspection spaces are available and that the route and storage area are suitable. Arrange trained people and approved handling equipment under the site's normal procedure; stop and escalate if unloading cannot be done safely.

☐ Receive and inspect

☐ Match the arriving shipment to its paperwork

Compare the supplier, destination, order reference, shipment identifiers, and delivery note with the expected delivery. Resolve an unknown shipment, wrong destination, or missing order reference with the responsible person before proceeding outside your authority.

☐ Inspect the outer packaging on arrival

Check visible packaging and handling units for damage, broken seals where used, signs of tampering, or other obvious problems. Record what you can actually observe and capture photos or references under the site's evidence rules.

☐ Move the shipment into the receiving area

Unload or transfer goods using the approved site procedure and authorized personnel. Keep this delivery identifiable and separate from other receipts so packages are not mixed before checking.

☐ Count the delivered handling units

Count the pallets, cartons, or other handling units actually received and compare them with the delivery note. Record the count and any inaccessible or unchecked units; a carton count does not establish the number or condition of items inside.

☐ Complete the delivery acknowledgment within your authority

Follow the company's carrier-receipt procedure. Record the observed quantities and visible exceptions, keep a copy of the acknowledgment, and distinguish receipt from final acceptance where the procedure allows; do not confirm checks you have not performed.

☐ Identify the goods and their units of measure

Match item codes, descriptions, variants, and pack sizes to the approved order. Record serial or batch identifiers only where required by the item or company process, and flag substitutions or unidentifiable goods.

☐ Record the complete item quantity ledger

Count the goods using the company's required method and the correct unit of measure, including units per pack. Record actual quantities separately from ordered quantities and identify shortages, overages, and partial deliveries.

The following starter checks show how a loose-unit line and a packed line differ. Tailor or remove them before use; they do not replace the complete item-level receipt.

☐ Starter line check: count a loose-unit SKU

STARTER EXAMPLE: Rename to one actual SKU/variant and record its order-line reference and unit in task notes. Count the units physically present. Enter zero for an included line confirmed absent; never copy the ordered quantity. Remove this example if not relevant.

- ☐ **Starter line check: count a packed SKU**
STARTER EXAMPLE: Rename to one actual SKU/variant. In task notes record the actual complete packs, units per pack, loose units and unit of measure. Calculate and independently check the total under the receiving procedure; the checklist does not multiply it for you. Keep carton count separate from item count. Remove if not relevant.
- ☐ **Inspect item condition against the agreed checks**
Check the goods for visible damage, defects, missing components, or other conditions specified in the receiving instructions. Record the inspection scope and findings; if sampling is permitted, do not represent the result as a full inspection.
- ☐ **Control differences and record receipt**
 - ☐ **Record each quantity or condition discrepancy**
Create a discrepancy record with the delivery and order references, affected item, expected and actual quantity, condition, and supporting evidence. Include wrong items and unauthorized substitutions, and retain relevant packaging as required by the company process.
 - ☐ **Separate goods that must remain on hold**
Identify and place affected or unchecked goods in the designated hold area or apply the approved hold control. Record the held quantity and location so it cannot be mistaken for available stock, and keep acceptable quantities distinguishable.
 - ☐ **Obtain and record the authorized disposition**
Refer discrepancies to the person authorized to decide acceptance, continued hold, rejection, or return. Record their decision, affected quantities, date, and evidence; leave goods on hold until release is authorized, and do not promise supplier credits or returns outside your authority.
 - ☐ **Record the actual receipt and stock status**
Record verified item quantities and their accepted, held or rejected state through the company's receiving or inventory process. Keep the unreceived order balance visible and check that a receipt has not already been entered. If the approved process makes no stock receipt for a wholly held or rejected delivery, explicitly record No stock receipt posted and retain the actual hold/rejection/disposition reference. Do not invent a receiving-system entry or make held goods available merely to complete this field.
- ☐ **Put away and hand over**
 - ☐ **Label goods authorized for stock**
Apply the required item and receipt labels to goods authorized for stock. Check identity against the receipt record and keep held goods under their separate status controls.
 - ☐ **Confirm the approved putaway locations**
Check destination bins or locations against the storage plan and item-specific instructions. Resolve a missing, unsuitable or unapproved location before moving goods into stock.
 - ☐ **Put away the quantities authorized for stock**
Move only released goods to their approved locations using the site's handling procedure. Record any split locations, and leave held or rejected goods under their existing controls pending the authorized next action.
 - ☐ **Verify putaway quantities and locations**
Compare the physical goods and location labels with the receiving or inventory record. Confirm each accepted quantity reached the recorded location, and resolve mismatches before making the receipt available for normal picking or use.
 - ☐ **Hand over unresolved exceptions**
Give the responsible purchasing or inventory owner each open discrepancy reference, affected quantity, current hold location where relevant, required next action, and due date. Confirm that the named owner has taken responsibility for supplier follow-up, continued hold, or return work. Keep the exception open and the goods under their hold controls; handing over responsibility does not resolve the issue or release stock.
 - ☐ **Finalize the receipt record and check completion**
File the order, delivery note, receipt record, inspection evidence, disposition decisions, and putaway record together. Confirm accepted quantities are in their verified locations and every remaining exception is recorded, controlled, and handed to a named owner with a next action and date. Record who completed receiving and when. Completing this receipt does not release held stock or resolve an open exception.