Inbound dock checklist

Receipt / GRN _____ Date / time _____

PO / ASN _____ Supplier _____

Site / dock _____ Receiver _____

Mark one response for each check. Record failed checks below.

Receiving checks	Pass	Issue	N/A
Match the delivery Check PO or ASN, supplier, owner and destination.	☐	☐	☐
Check the shipment Inspect exterior condition and the seal, if used.	☐	☐	☐
Count against the PO Record SKU and count in the purchase order unit.	☐	☐	☐
Inspect and document Note damage, photos, and lot, serial or expiry details.	☐	☐	☐
Separate held stock Tag affected goods and record their hold location.	☐	☐	☐
Sign and hand off Send the receipt and open exceptions to purchasing.	☐	☐	☐

Exceptions and handoff

Affected SKU, quantity and unit

Reason or hold location

Photo or document reference

Next action, owner and due date

Receiver signature _____ Reviewed by _____

Use the receipt number to link this sheet to the receiving report and discrepancy log.