

Stock Receiving Procedure

Document RP-104 | Revision 02 | 12 October 2026

Record each delivery before changing the stock balance. This procedure explains how to compare a delivery with its purchase order, separate exceptions and leave a clear record for the next shift.

Preparation

Use the approved purchase order and the delivery note. Keep the order number, delivery reference and item codes exactly as supplied. Count physical units before recording quantities; a sealed box is not confirmation of its contents.

Receipt sequence

1. Match the delivery reference to the purchase order and record the date received.
2. Count each item and compare the received quantity with the ordered quantity.
3. Set aside damaged or unidentified items. Record the exception before moving any stock.
4. Enter accepted quantities in the stock record and pass unresolved differences to the shift lead.

Example delivery

Delivery RC-2187 relates to purchase order PO-1048. A negative variance means fewer units arrived than were ordered.

Item and code	Ordered	Received	Variance	Disposition
Small storage bins SB-041	12	12	0	Accept 12
Label rolls LR-212	20	18	-2	Accept 18; query 2
Packing sleeves PS-063	50	50	0	Accept 50
Document wallets DW-107	24	24	0	Accept 24
Shelf dividers SD-018	16	15	-1	Accept 14; hold 1

The held shelf divider is included in the received count. It is excluded from accepted stock until the shift lead records a disposition.

Exceptions and Handover

Use one exception reference for each unresolved issue. Keep the original delivery count even if a replacement later arrives. Record replacements as a separate receipt linked to the same exception.

Open exceptions

Reference	Item code	Units	Reason	Status
EX-031	LR-212	2	Short delivery	Awaiting supplier
EX-032	SD-018	1	Short delivery	Awaiting supplier
EX-033	SD-018	1	Damaged on arrival	Held for review

Stock balance example

The opening balance for SD-018 is 31 units. Add only the 14 accepted units from this delivery. The closing balance is 45 units. The damaged unit remains outside available stock.

The received total is 119 units. Accepted stock totals 118 units, with 1 unit held for review. The order total is 122 units, leaving a short delivery of 3 units.

Handover checks

1. Confirm that each accepted quantity matches the stock entry.
2. Attach the delivery note and link every exception reference to PO-1048.
3. Record the storage location of the held item and identify the person responsible for the next action.
4. Leave the record open until the shift lead has reviewed all unresolved exceptions.

Record corrections

Do not overwrite the original receipt. Add a dated correction with the reason and the revised quantity. A correction must make the change understandable to someone who did not receive the delivery.

Retain the completed receiving record with the purchase order. Follow the business retention schedule for the final storage period.