

FREE LOGISTICS & WAREHOUSING GOODS RECEIPT AND DISPATCH TEMPLATE

Goods Receipt and Dispatch Checklist

Use this 60-point checklist to control inbound documents, physical receipt, quantities and condition, traceability, inventory status, put-away, outbound picking and packing, dispatch staging, loading, carrier handoff, system reconciliation, corrective actions, and final sign-off.

Warehouse / site

Audit date

Receipt / dispatch zone

Auditor / operations owner

Internal Logistics & Warehousing template. Apply the approved WMS or ERP process, product and traceability requirements, quality or regulatory controls where applicable, supplier and customer rules, carrier and loading procedures, temperature or dangerous-goods controls, and organization-specific receiving and dispatch procedures.

1. Operation scope, receipt and dispatch profile, responsibilities, shift handover, previous exceptions, and open actions

1

Confirm warehouse or distribution center, receipt and dispatch zones, audit date, shift, operating status, and checklist scope are clearly identified.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

2

Identify inbound flows in scope such as supplier receipts, transfers, returns, cross-dock, production receipts, customer returns, or other approved receipt types.

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

3

Identify outbound flows in scope such as customer orders, store replenishment, site transfers, cross-dock dispatch, returns to supplier, or other approved dispatch types.

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

4

Review recent shortages, overages, wrong-item receipts, damaged goods, seal issues, wrong dispatches, traceability gaps, carrier disputes, and overdue corrective actions.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

5

Confirm responsibilities are defined across receiving, inventory control, warehouse operations, quality where applicable, picking, packing, dispatch, transport, and WMS or ERP owners.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

6

Record site, audit date, auditor, receiving owner, dispatch owner, inventory owner, critical open issues, and next planned goods-flow review date.

GOODS FLOW

FINAL STATUS | Enter

RECEIVING OWNER | Enter

DISPATCH OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Define the exact inbound and outbound workflows being audited. Receipt and dispatch controls should connect physical goods, documents, system transactions, ownership, and...

2. Inbound vehicle, appointment, supplier or carrier documents, seal, trailer condition, unloading readiness, and handoff

7

Verify arriving vehicle or trailer ID, carrier, driver, appointment or booking, purchase order, transfer, ASN, delivery note, or other expected receipt reference.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

8

Check shipment documents identify the expected supplier or origin, destination, order or transfer, item scope, quantity, handling units, and special instructions where required.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

9

Verify seal number, lock, tamper evidence, door condition, or other shipment-security control matches the receiving record where applicable.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

10

Inspect trailer or cargo area for visible damage, leakage, contamination, pests, water ingress, odors, unsafe load shift, or other conditions before normal unloading.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

11

Confirm vehicle positioning, parking brake, approved trailer restraint, dock interface, and unloading equipment are ready before powered handling or manual unloading begins.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

12

Escalate unexpected vehicle or shipment, missing critical documents, seal discrepancy, unsafe trailer condition, shifted cargo, contamination, or other conditions requiring receipt to be held or controlled.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Receipt control starts before unloading. Verify the vehicle, shipment reference, documents, seal where used, cargo-space condition, and unloading readiness before accepting goods.

3. Physical receipt, SKU and quantity verification, lot or serial capture, handling-unit count, overage, shortage, and delivery accuracy

13

Verify received SKU or item code, description, unit of measure, pack size, and product identity against the purchase order, transfer, ASN, or approved receiving record.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

14

Count or verify cartons, pallets, totes, cases, units, drums, bags, or other handling units using the approved receipt method.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

15

Capture lot or batch, serial number, manufacture or expiry date, handling-unit ID, or other traceability data where required for the product.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

16

Check physical quantities against expected quantities and record shortages, overages, substitutions, split deliveries, or unexpected items through the approved discrepancy process.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

17

Verify pallet, case, container, tote, drum, or unit-load labels are readable and correspond to the actual goods being received.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

18

Escalate wrong product, significant quantity discrepancy, missing lot or serial data, duplicate identifiers, or received goods that cannot be reconciled to an approved inbound transaction.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Do not post a receipt solely from paperwork. Sample or verify the physical goods, quantities, identifiers, and handling units against the expected transaction.

4. Condition, damage, packaging, contamination, temperature or special-product controls, inspection status, and acceptance

19

Inspect packaging, pallets, totes, crates, cartons, drums, containers, seals, and unit loads for crushing, tears, punctures, leakage, contamination, or transport damage.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

20

Check product condition for wetness, breakage, visible contamination, tampering, temperature exposure, corrosion, deformation, or other damage relevant to the item.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

21

Verify temperature-sensitive goods have the required arrival condition, temperature, logger or sensor status, and excursion information captured under the approved programme where applicable.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

22

Check hazardous, dangerous, high-value, controlled, fragile, regulated, or customer-specific goods follow the applicable receiving and segregation controls where required.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

23

Confirm goods requiring inspection, quality release, sampling, counting, testing, or approval are placed in the correct pending or hold status before normal availability.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

24

Escalate damaged, contaminated, leaking, temperature-affected, tampered, unsafe, or otherwise nonconforming goods that require quarantine, rejection, specialist review, or controlled disposition.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Receipt status should reflect product condition, not just quantity. Apply the relevant quality, temperature, dangerous-goods, security, or customer programme where required.

5. Receipt labels, inventory status, quarantine, traceability, WMS or ERP posting, location assignment, and put-away handoff

25

Verify received goods have the required item, lot or batch, serial, date, handling-unit, ownership, and status labels before put-away where applicable.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

26

Check quarantine, damaged, inspection-pending, rejected, return, recalled, blocked, or other restricted inventory is clearly identified and not available for normal picking.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

27

Confirm the WMS or ERP receipt records the correct item, quantity, unit, lot or serial, date, handling unit, supplier or origin, and inventory status where required.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

28

Verify system-assigned or manually approved put-away locations are compatible with product storage, segregation, temperature, security, hazard, and capacity requirements.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

29

Check physical movement from receiving or staging to storage is transacted so the current handling-unit and location record remains traceable.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

30

Escalate incorrect receipt posting, wrong inventory status, unreadable or incorrect labels, untransacted put-away, or restricted goods entering normal available stock.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: A receipt is not complete until the physical goods, inventory status, labels, system transaction, and intended storage location all agree.

6. Outbound order readiness, inventory allocation, picking, lot or date selection, serial control, shortages, and pick verification

31

Verify the outbound order, transfer, replenishment, return, or shipment is approved and contains the correct customer or destination, item, quantity, service level, and dispatch requirements.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

32

Check allocated inventory is in the correct available status and is not quarantined, blocked, expired, recalled, damaged, or otherwise restricted from dispatch.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

33

Verify picked SKU, unit of measure, quantity, lot or batch, serial number, date, handling-unit ID, and source location match the approved order where those controls apply.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

34

Check FIFO, FEFO, customer remaining-life, serial-specific, batch-specific, or other allocation rules are followed where required for the product.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

35

Record shortages, substitutions, split picks, unavailable inventory, damaged pick stock, or allocation exceptions through the approved process before packing or dispatch.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

36

Escalate wrong-item picks, restricted stock, incorrect lot or serial, unapproved substitution, unresolved shortage, or picking exceptions that could create an incorrect dispatch.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch accuracy starts with correct allocation and picking. Verify the physical pick matches the order, inventory status, lot or serial rule, and any FIFO or FEFO requirement.

7. Packing, consolidation, outbound labels, documentation, package integrity, destination accuracy, and shipment traceability

37

Verify packed goods match the picked order and retain the required link to SKU, quantity, lot or batch, serial number, and handling-unit record.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

38

Inspect cartons, pallets, totes, crates, bags, containers, wrapping, banding, seals, corner protection, and other packaging for transport suitability.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

39

Check shipping, customer, store, route, carrier, destination, pallet, carton, SSCC, or handling-unit labels are accurate, readable, and attached to the correct package.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

40

Verify repacking, pallet splitting, pallet merging, kitting, consolidation, or relabelling preserves required lot, serial, date, quantity, ownership, and traceability information.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

41

Check packing list, delivery note, transfer document, invoice support, dangerous-goods documentation, temperature documents, or customer paperwork is complete where applicable.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

42

Escalate wrong destination labels, damaged packaging, mixed or untraceable goods, missing required documents, or packing conditions likely to cause damage or delivery error.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Packing should preserve the traceability created during receipt and picking. Repacking or consolidation must not break the link between goods, package, order, and destination.

8. Dispatch staging, vehicle and trailer readiness, load verification, cargo securing, seal application, loading completion, and departure control

43

Verify staged goods are grouped under the correct shipment, route, vehicle, customer or destination and remain identifiable until loading.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

44

Check outbound vehicle or trailer ID, cargo-space condition, cleanliness, suitability, and any required temperature or special-cargo readiness before loading.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

45

Reconcile loaded handling units, SKU, quantity, lot or batch, serial number, and shipment reference against the approved dispatch record.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

46

Verify cargo is positioned and secured under the approved load plan and applicable cargo-securment requirements before vehicle release.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

47

Check doors, curtains, tailgates, liftgates, locks, seals, and closure points are secured after loading and required seal numbers are recorded where used.

CRITICAL

GOODS FLOW

Matched

Needs action

Hold

LIVE PHOTO | Add

Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

48

Escalate wrong staged shipment, vehicle mismatch, insecure cargo, missing packages, seal discrepancy, documentation gap, or loading defect that requires dispatch to be held.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Before departure, reconcile staged goods to the shipment and confirm the vehicle, loading condition, securement, closures, and release controls are complete.

9. Carrier handoff, dispatch posting, proof of transfer, shipment status, records, returns or refusals, and end-to-end reconciliation

49

Verify driver or carrier identity, vehicle or trailer, route, destination, shipment reference, and handoff time are recorded according to the approved dispatch process.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

50

Provide the driver or carrier with required shipment, route, seal, temperature, dangerous-goods, handling, return, or customer documentation where applicable.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

51

Confirm WMS or ERP dispatch, goods issue, shipment confirmation, transfer posting, or other system transaction reflects the actual goods and quantities released.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

52

Check proof of transfer, scan confirmation, signature, electronic handoff, gate pass, seal record, or other release evidence is retained where required.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

53

Verify refused, returned, undelivered, rejected, or carrier-damaged outbound goods are routed through the approved reverse-logistics and inventory-status process when they return.

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

54

Escalate physical-system dispatch mismatch, missing handoff proof, unposted goods issue, incorrect vehicle or destination, or returned stock re-entering inventory without controlled status.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Dispatch is complete only when the physical handoff and system shipment status agree. Preserve evidence of what left, when, with whom, and under which shipment reference.

10. Exception classification, immediate controls, corrective actions, trend review, verification, and final goods-flow sign-off

55

Classify findings by inbound documents, seal or vehicle, receiving quantity, item identity, damage or quality, labels or traceability, put-away, picking, packing, staging, dispatch, carrier handoff, or other approved category.

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
-----------------	-----------------	-------	----------	-------------------

Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.

56

Prioritize findings using wrong-product risk, traceability loss, inventory value, customer impact, product or safety impact, recurrence, affected quantity, and likelihood of repeat failure.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.

57

Apply immediate controls such as holding receipt, quarantining goods, stopping put-away, blocking inventory, stopping packing or dispatch, correcting shipment status, or isolating affected orders.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.

58

Create corrective actions with named owners, due dates, supplier or carrier follow-up, system or master-data correction, relabelling, recount, retraining, process changes, evidence expectations, and verification criteria.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.

59

Review recurring shortages, overages, wrong items, label errors, damage, traceability gaps, picking errors, dispatch mismatches, carrier disputes, and repeated manual adjustments for systemic causes.

CRITICAL

GOODS FLOW

Goods-flow item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.

60

Record final goods-receipt and dispatch status, blocked or quarantined inventory, held shipments, critical open issues, overdue actions, next audit date, auditor, receiving owner, dispatch owner, inventory owner, and management approval.

CRITICAL

GOODS FLOW

FINAL STATUS Enter	RECEIVING OWNER Enter	DISPATCH OWNER Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Do not close receipt or dispatch issues only by adjusting inventory. Confirm the physical goods, traceability, documents, system record, and process cause are corrected.