

FREE MANUFACTURING RECEIVING TEMPLATE

Raw Material Receiving Checklist

Use this 60-point checklist to control delivery readiness, unloading, documents, quantity, identity, packaging, quarantine, storage, ERP or WMS receipt, discrepancies, supplier communication, and receiving closeout.

Supplier / PO

Receiving date

Material / grade

Batch / lot

Internal manufacturing template. Apply current receiving procedures, purchase requirements, warehouse controls, quality-status rules, safe unloading practices, storage requirements, and ERP or WMS processes as controlling references.

1. Delivery schedule, purchase order, supplier, and receiving readiness

1

Confirm the expected supplier, purchase order, raw-material code, description, planned quantity, delivery date, and receiving location match the scheduled delivery.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

2

Verify the supplier is approved for the material being received and any required supplier status or purchasing approval is current.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

3

Confirm receiving personnel have access to the current purchase order, material specification, receiving instruction, and any special handling requirements.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

4

Verify adequate dock, staging, quarantine, weighing, sampling, and storage capacity is available before unloading begins.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

5

Confirm required unloading equipment, pallets, spill controls, PPE, lifting aids, and trained personnel are available and ready.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

6

Record delivery appointment, supplier, vehicle reference, purchase order, receiving bay, receiver, and actual arrival time.

RECEIVING

FINAL STATUS | Enter

RECEIVER | Enter

WAREHOUSE / QUALITY APPROVAL | Enter

Execution tip: Prepare before the truck reaches the dock. Confirm the expected supplier, purchase order, unloading requirement, available space, and any...

2. Vehicle arrival, dock safety, unloading controls, and driver coordination

7 Confirm the vehicle is positioned at the correct receiving bay and the unloading area is clear, adequately lit, and free from unsafe obstructions. **CRITICAL** RECEIVING

Receive

Needs review

Hold material

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Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

8 Verify vehicle movement is controlled using the site's approved dock-safety method, such as parking brake, wheel restraint, chock, dock lock, or equivalent control where applicable. **CRITICAL** RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

9 Confirm drivers, warehouse personnel, and equipment operators understand the unloading sequence, restricted areas, communication method, and site safety requirements. **CRITICAL** RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

10 Inspect the trailer, container, or load area for obvious instability, shifted loads, damaged pallets, protruding items, leaks, or conditions that could make unloading unsafe. **CRITICAL** RECEIVING

Receive

Needs review

Hold material

[LIVE PHOTO](#) | [Add](#)

Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

11 Verify forklifts, pallet trucks, dock plates, ramps, lifting devices, or other unloading equipment are suitable and in acceptable condition before use. **CRITICAL** RECEIVING

Receive

Needs review

Hold material

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Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

12 If the load is unstable, leaking, severely damaged, or otherwise unsafe to unload, stop the operation and escalate before material is moved. **CRITICAL** RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Treat receiving as a live material-handling operation. Secure the vehicle, control pedestrian traffic, and confirm safe unloading conditions before...

3. Delivery documents, packing list, quantity, and shipment reconciliation

13

Verify the delivery note, packing list, shipment reference, supplier name, purchase order, material code, and quantity correspond to the physical delivery.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

14

Confirm the number of pallets, drums, bags, reels, cartons, containers, or other handling units matches the shipping documents.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

15

Verify received quantity using count, weight, length, volume, or other approved unit of measure as appropriate for the raw material.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

16

Record shortages, overages, partial deliveries, duplicate quantities, substituted items, or other quantity discrepancies before acceptance is completed.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
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Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

17

Confirm any required weighbridge, platform-scale, gross, tare, or net-weight information is captured and linked to the delivery where applicable.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

18

Ensure signed delivery acknowledgement reflects any visible discrepancy, damage, shortage, or conditional receipt rather than implying unconditional acceptance.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Reconcile the paperwork before the material disappears into storage. Record shortages, overages, substitutions, and damaged quantities while...

4. Raw-material identity, grade, batch, lot, and traceability verification

19

Confirm the material name, material code, part number, grade, type, specification, size, or other key identity matches the purchase order and approved material master.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

20

Verify supplier batch, lot, heat, melt, reel, drum, manufacturing date, serial, or other required traceability information is present and legible.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

21

Check material labels are attached to the correct handling unit and are not damaged, contradictory, duplicated, or missing.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

22

Confirm mixed materials, mixed grades, mixed batches, mixed revisions, or multiple lot numbers within one handling unit are identified and controlled.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

23

Verify internal barcode, receiving label, lot ID, or warehouse identifier is generated and linked to the correct supplier and traceability data.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

24

If material identity or traceability cannot be confirmed, place the material in controlled hold or quarantine status before further use or storage.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Match the physical label to the purchase order and internal material master. A wrong grade or unidentified lot can create a much larger...

5. Packaging condition, contamination, moisture, damage, and material protection

25

Inspect pallets, bags, drums, liners, reels, cartons, crates, containers, seals, and wrapping for crushing, tearing, puncture, leakage, moisture, tampering, or other damage.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

26

Check raw material for visible contamination, rust, corrosion, foreign material, dirt, oil, water, mold, pest evidence, abnormal odor, or discoloration.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

27

Confirm moisture-sensitive, contamination-sensitive, static-sensitive, fragile, or otherwise protected material remains within the required packaging condition.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

28

Verify labels, seals, closures, caps, liners, protective films, desiccants, and other packaging controls remain intact where required.

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

29

Record the quantity of damaged or compromised material separately from unaffected quantities and prevent it from entering unrestricted inventory.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

30

Capture clear evidence and notify the responsible quality, procurement, supplier, or warehouse contact when packaging or material damage requires disposition.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Inspect before repacking or breaking the load. Preserve photographs of the original condition when there is damage, leakage, moisture,...

6. Special storage conditions, shelf life, temperature, and controlled-material checks

31

Confirm expiry date, retest date, shelf life, manufacturing date, or use-by information is present and acceptable for materials where these controls apply.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

32

Verify temperature-controlled, humidity-controlled, refrigerated, frozen, heated, or environmentally sensitive materials arrived within the required condition where applicable.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

33

Review temperature loggers, indicators, data records, or other shipment-condition evidence where required by the material specification or receiving procedure.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

34

Confirm hazardous, flammable, corrosive, reactive, pressurized, or otherwise controlled raw materials are identified and routed to the appropriate approved storage area.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

35

Verify incompatible materials are not staged or stored together in a way that could create contamination, reaction, fire, or handling risk.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

36

Prioritize prompt transfer of time-sensitive or environmentally sensitive material from receiving to the required storage condition.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Materials with shelf-life or environmental requirements should not sit in uncontrolled receiving areas. Verify conditions and move them promptly...

7. Inspection status, sampling, quarantine, release, and quality handoff

37

Confirm materials requiring incoming inspection, sampling, testing, certificate review, or quality approval are identified before unrestricted warehouse release.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

38

Verify pending material is moved to a clearly controlled receiving-hold or quarantine location until the required quality activity is complete.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

[LIVE PHOTO](#) | [Add](#)

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

39

Ensure samples are taken using the approved method and remain traceable to the correct lot, batch, supplier, and delivery.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

40

Confirm the receiving team communicates required inspection priorities, urgent production needs, damaged quantities, and material concerns to quality personnel.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

41

Verify accepted, pending, rejected, and quarantined statuses are clearly distinguishable in both physical labeling and electronic systems.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

42

Prevent any material with unresolved identity, specification, damage, certificate, or quality concerns from being issued to production without authorized disposition.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Receiving and quality status are not the same thing. Material may be physically received but still blocked from production until inspection,...

8. Warehouse placement, FIFO or FEFO, segregation, and location accuracy

43

Confirm released material is moved to the correct warehouse zone, rack, bin, floor location, silo, tank, cage, or other designated storage area.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

44

Verify storage location is suitable for the material's weight, dimensions, packaging, environmental requirements, and handling method.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

45

Apply FIFO, FEFO, shelf-life, date-code, aging, or other stock-rotation rules where relevant to the material.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

46

Confirm different grades, lots, statuses, hazardous classes, allergens, chemicals, or incompatible materials are segregated as required.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

47

Verify warehouse labels and location records show the correct material code, lot, quantity, status, and storage location.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

48

Check material is stacked, racked, secured, protected, and accessible in a manner that prevents collapse, damage, contamination, and unsafe handling.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Put material away correctly the first time. Location, status, lot, quantity, and rotation rules should remain visible after the receiving activity is...

9. ERP or GRN transaction, labeling, discrepancy handling, and receiving records

49

Create the goods-receipt, GRN, ERP, WMS, or equivalent receiving transaction against the correct purchase order, material, quantity, lot, and status.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

50

Verify system quantity matches the physically accepted quantity after shortages, damage, quarantine, or rejected quantities are accounted for.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

51

Confirm internal labels, barcodes, status tags, lot IDs, and storage labels generated during receiving match the electronic record.

CRITICAL

RECEIVING

Receive

Needs review

Hold material

LIVE PHOTO | Add

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

52

Record delivery discrepancies, damaged material, missing documents, supplier issues, or quantity variances using the approved discrepancy or nonconformance process.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

53

Verify rejected or returned quantities are not posted as unrestricted usable stock and remain traceable through the correct transaction path.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

54

Confirm receiving documents, photos, certificates, weight tickets, inspection status, discrepancy records, and approvals are retained and linked to the correct receipt.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Complete the system transaction only with the correct status and quantity. A clean physical receipt with a wrong ERP record can create...

10. Receiving closeout, supplier communication, open actions, trends, and sign-off

55

Confirm the final physical location, system location, quantity, lot, and status of all received material agree before the receiving activity is closed.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...

56

Verify unresolved shortages, damages, missing certificates, quality holds, supplier disputes, or pending inspection activities have named owners and due dates.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...

57

Communicate significant delivery discrepancies or repeated supplier issues to procurement, supplier quality, warehouse, planning, or other responsible functions.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...

58

Review recurring receiving issues such as late deliveries, damaged packaging, quantity errors, traceability gaps, labeling problems, or repeated quarantine for supplier-performance follow-up.

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...

59

Confirm urgent material shortages, holds, or receiving delays that could affect production are escalated to the appropriate planner or production owner.

CRITICAL

RECEIVING

Receiving item	Current status	Owner	Evidence	Next action
----------------	----------------	-------	----------	-------------

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...

60

Record final receiving status, unresolved critical material risks, follow-up actions, receiver, quality or warehouse reviewer, date, and approval.

CRITICAL

RECEIVING

FINAL STATUS | Enter

RECEIVER | Enter

WAREHOUSE / QUALITY APPROVAL | Enter

Execution tip: Close receiving only after physical material, system status, discrepancies, and ownership all agree. Repeated receiving problems should feed...