

Goods Receipt Against Purchase Order Procedure

The **goods receipt against purchase order** procedure ensures that received items match the ordered quantities and specifications. This process involves verifying delivery documents, inspecting the goods, and updating inventory records accordingly. Accurate execution helps maintain inventory accuracy and supports financial reconciliation.

Procedure Steps

- 1. Receive Delivery:**
 - Check delivery note and purchase order reference.
 - Ensure the shipment is addressed to the correct location.
- 2. Inspect Goods:**
 - Verify item quantities, specifications, and condition.
 - Report and document any discrepancies or damages.
- 3. Document Verification:**
 - Match goods received with the purchase order and delivery note.
 - Sign and date all relevant documents.
- 4. Update Inventory Records:**
 - Record receipt in inventory management system
 - Allocate stock to appropriate storage location.
- 5. Submit Receipt Confirmation:**
 - Forward verified documents to the finance/accounts department for reconciliation and payment processing.

Responsibilities

- Receiving Staff:** Inspect and verify goods, document discrepancies.
- Inventory Team:** Update inventory records and store goods properly.
- Accounts/Finance:** Reconcile receipts with purchase orders and handle payment processing.

References

- Company Purchasing Policy
- Inventory Control Manual