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Goods Receipt Checklist

5 steps for every trades business — print and check off

Date: _____	Supplier: _____	Delivery note #: _____
Received by: _____	Project/Job site: _____	PO #: _____

Step 1: Receive and check delivery note

- Compare delivery note with purchase order
- Item numbers match
- Quantities match
- Correct supplier

Step 2: Count quantities

- Packaging units counted
- For small parts: boxes opened, pieces counted
- Discrepancies noted on delivery note

Step 3: Document condition

- Visual inspection for transport damage
- Damage noted on delivery note BEFORE signing
- Photos taken of damaged items

Step 4: Assign to job

- Project / job site identified on delivery note
- Material assigned to correct job
- If unclear: check back with the office

Step 5: Book in and file

- Delivery note filed (physical or digital)
- Inventory updated in system
- Delivery marked as received

Tip: Always note the actual counted quantity, the date and your initials on the delivery note — before you sign. It takes 30 seconds and fully protects your right to claim.

Signature goods receipt: _____ Date/Time: _____

Goods Receipt Inspection: Reference Sheet

4 inspection levels, job site deliveries and the 3 costliest mistakes

The 4 Inspection Levels

- 1 Quantity check** — Does the delivered quantity match?
 ✓ Quantity vs. delivery note ✓ Quantity vs. purchase order ✓ Note discrepancies
- 2 Quality check** — Does the goods match the order?
 ✓ Packaging undamaged? ✓ Item description correct? ✓ Product number/standard verified?
- 3 Delivery time check** — Was it delivered on time?
 ✓ Delivery date met? ✓ Affected jobs identified? ✓ Responsible persons notified?
- 4 Documentation** — Is everything documented in writing?
 ✓ Delivery note complete? ✓ Claims noted? ✓ Job assignment clear?

Special case: Job site delivery

1	Foreman / site manager	Check delivery note and condition
2	Foreman / site manager	Photo of delivery note + material
3	Foreman / site manager	Forward photos to office (same day)
4	Office	Book into system + assign to job

The 3 Costliest Mistakes

1	Signing without counting	Note actual quantity + initials + date → then sign
2	Losing the delivery note	File or photograph immediately → never "later"
3	Wrong job assigned	Job assignment as mandatory field → no booking without project

Read the full guide with practical examples at:
repleno.com/en/blog/goods-receipt-trades-business-organize-checklist-mistakes