Receiving Log

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| --- | --- | --- | --- | --- | --- | --- |
| Date & Time Received | Supplier & PO#  | Transport Company & Bill of Lading # | Do *ALL* PO and item tags match? | Vehicle & Product Inspection | Arrival Status, **√** or X  | Receiver Initials |
| Are floors clean & dry? Container free of evidence of insects & rodents? Free from odours? | Is product packaging clean, dry, and intact? | Temperature Check, °C |
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**Note:** All materials received are to be documented in this log.

**Use back side of form to record any deviations and corrective actions.**