

Receiving Log

Note: All materials received are to be documented in this log.

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		

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