E-commerce Goods Receiving Checklist

1. Delivery Information

Date:

Supplier Name:

Delivery Note / Invoice No.:

Order Reference No.:

2. Initial Checks

☐ Goods delivered match expected order quantity

☐ Packing is intact and undamaged

☐ Delivery is on time and in correct location

3. Product Inspection

☐ All items are present as per the packing list

☐ No visible physical damage or defects

☐ Expiry dates / batch numbers (if applicable) are correct

☐ Correct items and specifications received

4. Documentation Received

☐ Invoice / delivery note received

☐ Warranty / guarantee documents (if applicable)

☐ User manuals / product guides (if applicable)

5. Comments / Notes

6. Received By

Name:

Signature:

Date: