Warehouse Receiving Report Form

Date Received					
Received By					
Supplier Name					
Delivery Reference / Invoi	ce#				
P.O. Number					
Item Description	Item Code	Unit	Qty Ordered	Qty Received	Remarks
•			-	-	
Condition of Goods					
Discrepancies / Issues					
Received By (Signature)					
Checked By (Signature)					