

Supplier Delivery Checklist for Manufacturing

Delivery Information

Supplier Name		Delivery Date	
Delivery Note / Invoice No.		PO Number	
Received By		Location	

Items & Condition

#	Item Description	Ordered Qty	Delivered Qty	Unit	Condition OK / NG	Remarks
1						
2						
3						

Checklist

Checklist Item	Yes	No	Remarks
Packaging Intact			
Correct Labelling			
Documents Provided (COA, MSDS, etc.)			
Meets Quality Requirements			

Comments / Notes

Received By / Date

Inspected By / Date

Supplier Representative / Date

