

# Incoming Goods Inspection Certificate

Warehouse Operations

## 1. Supplier and Delivery Information

|                    |                  |
|--------------------|------------------|
| Supplier Name      | _____            |
| Delivery Note No.  | _____            |
| Date of Receipt    | ___ / ___ / ____ |
| Purchase Order No. | _____            |
| Received By        | _____            |
| Location           | _____            |

## 2. Goods Details and Inspection

| No. | Item Description | Unit | Quantity Received | Quantity Ordered | Visual Inspection | Conformity | Remarks |
|-----|------------------|------|-------------------|------------------|-------------------|------------|---------|
| 1   |                  |      |                   |                  |                   |            |         |
| 2   |                  |      |                   |                  |                   |            |         |
| 3   |                  |      |                   |                  |                   |            |         |

## 3. Inspection Conclusion

|                           |                                |
|---------------------------|--------------------------------|
| Accepted                  | ___ Yes ___ No                 |
| Reason for Non-Acceptance | _____                          |
| Disposition               | Return / Rework / Other: _____ |

\_\_\_\_\_  
Inspector

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Warehouse Supervisor

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Date  
\_\_\_ / \_\_\_ / \_\_\_\_

Note: Attach any supporting documents or photographs if necessary.