

Inventory Receiving Report

Report No.

Date Received

Warehouse / Location

Reference / PO No.

Supplier Information

Supplier Name

Supplier Contact

Delivery Note / Invoice No.

Item(s) Received

No.	Item Description	SKU / Code	Unit	Quantity Ordered	Quantity Received	Remarks

Additional Notes

Received By:

Name & Signature

Verified By:

Name & Signature

Date: