

PRODUCT ATTACHMENTS:

☐ WAY BILL

☐ STOCK TRANSFER REPORT

☐ PACKING LIST

☐ DELIVERY RECIEPT

☐ SALES INVOICE

☐ OTHERS _____

WAREHOUSE:

LUZON:

☐ DARAGA

☐ MANILA

VISAYAS:

☐ BACOLOD

☐ CEBU

☐ ILOILO

☐ TACLOBAN

MINDANAO:

☐ BUTUAN

☐ CAGAYAN DE ORO

☐ DAVAO

☐ ZAMBOANGA

OPERATIONS DEPARTMENT

SHIPMENT INFORMATION

SUPPLIER NAME

DATE & TIME OF PRODUCT RECEIPT

TRACKING

☐ IMPORT

WAYBILL NUMBER: _____

PO NUMBER: _____

☐ LOCAL

WAYBILL NUMBER: _____

PO NUMBER: _____

☐ STOCK TRANSFER

WAYBILL NUMBER: _____

ST NUMBER: _____

RECEIVING INSPECTION CHECKLIST

☐ The correct items were shipped.

☐ No items are missing.

☐ Items are not crushed, broken or leaking.

☐ Quantity of items received matched quantity indicated on reference document.

☐ Item receieved no expired

☐ The items received are within the allowable lot number and quantity of the product's expiration date.

For temperaturesensitive items:
Temperature upon receipt : _____(°C)
For items in multiple containers, record temperatures accordingly:
Containers -2: _____(°C) | 3: _____(°C) | 4: _____(°C) | 5: _____(°C)
| 6: _____(°C) | 7: _____(°C)

BRANDS:

☐ Acon

☐ A1CNOW

☐ DLab

☐ Edan

☐ ILab ACL

☐ Liofilchem

☐ Asep

☐ Bruner

☐ Dunhame

☐ Genolution

☐ ILab Gem

☐ Local-Lifeline

☐ Autobio

☐ Dirui

☐ Dymind

☐ Genrui

☐ Keyu

☐ Mindray

☐ Reagents

☐ Sakura

☐ Sansure

☐ Smartlyte

☐ Tosoh

☐ Sterilab-Local

☐ Snibe-Maglumi

☐ Tosoh

☐ Tulip

☐ Vitro

☐ Wondfro

☐ Zybio

☐ Others : _____

☐ ACCEPTED

☐ ACCEPTED WTIH DISCREPANCY

REMARKS: _____

☐ LACK OF ITEMS

☐ QTY INDICATED

☐ QTY RECEIVED

RECEIVING BY

REVIEWED BY

INSPECTION RESULT:

☐ ACCEPT

☐ REJECTED

REASON FOR REJECTION: _____

SELECT THE COURSE OF ACTION

☐ PLACE IN STOCK

☐ HOLD

☐ FOR DISPOSAL

REMARKS: _____

Employee's Signature

(Signature over Printed Name)

DATE SIGNED: _____

Authorized Approvers

(Signature over Printed Name)

DATE SIGNED: _____

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