Customer
Receiving Checklist

Customer: _____   **Purchase Order:** _____

	TASKS 1-8 TO BE PERFORMED BY RECEIVING TECH		
1.	Received Date: Time:		
2.	Carrier:		
3.	Package Type: Box Pallet Crate Loose Container # Packages:		
4.	Package Condition: - Note any FOD (Foreign Object Debris), damage, or any discrepancies in the back of this form and notify your supervisor.		
5.	Take detailed photos of the received package if the condition is questionable.		
6.	Hardware Description:		
7.	Scan Original PO (Purchase Order) and Print into the system.		
8.	Enter initial job details into Receiving Log spreadsheet. - F070		
	TASKS 9-11 TO BE DONE BY RECEIVING CLERK		
9.	Assign Work Order # and enter job information into Database for Quality, Contract Review, and Traveler Creation.		
10.	Place scanned PO, Print, and this Checklist into a Work Order # folder for Quality, Contract Review, and Traveler Creation.		
11.	Work Order # is entered into Receiving Log spreadsheet. - F070		
	TASKS 12-15 TO BE DONE BY RECEIVING TECH		
12.	Make Work Order Label (one for each box/package) and place label(s) on packages.		
13.	Staple a copy of PO and this Checklist together, and place with parts for Receiving Inspection.		
14.	Put the original PO, Print, and this Checklist into a folder and file for records.		
15.	Create a Yammer post with job information post to inform production of receipt.		

Receiving Tech: _____ Date: _____ Time: _____

Receiving Clerk: _____ Date: _____ Time: _____

__All the above steps must be completed within 24hrs of receiving the P.O.__

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