

HIGH-VOLUME

WORKSHEET 1 OF 9

# Daily Receiving-vs-PO Reconciliation Log

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*Complete at the end of each receiving shift. One row per inbound delivery. Do not batch or defer to the following morning.*



Complementary worksheet for  
***Warehouse Management Essentials***  
by Ibrahim Anwar

## What This Is For

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Every discrepancy between a purchase order and what actually arrives has a closing window. That window is the receiving shift. After the delivery truck leaves, the vendor's delivery note is signed, and the goods are placed in storage, the options for a clean claim on shortage or damage narrow to near zero. This worksheet captures every inbound delivery in real time — quantity, condition, and location — so the record matches reality from the moment goods enter the building.

The operator who reaches for this sheet is dealing with a receiving area that moves fast. Multiple deliveries per day, different vendors, different SKU mixes, rotating staff. Without a standard log completed at the end of each shift, variances accumulate in the gaps between what was ordered and what was recorded. A week of deferred logging can conceal three vendor shortages, two damaged receipts that were signed clean, and one overage that went straight to storage unrecorded. This log prevents all four by requiring one row per delivery before the shift closes.

# Benefits

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What you get when you actually run this worksheet on a real situation:

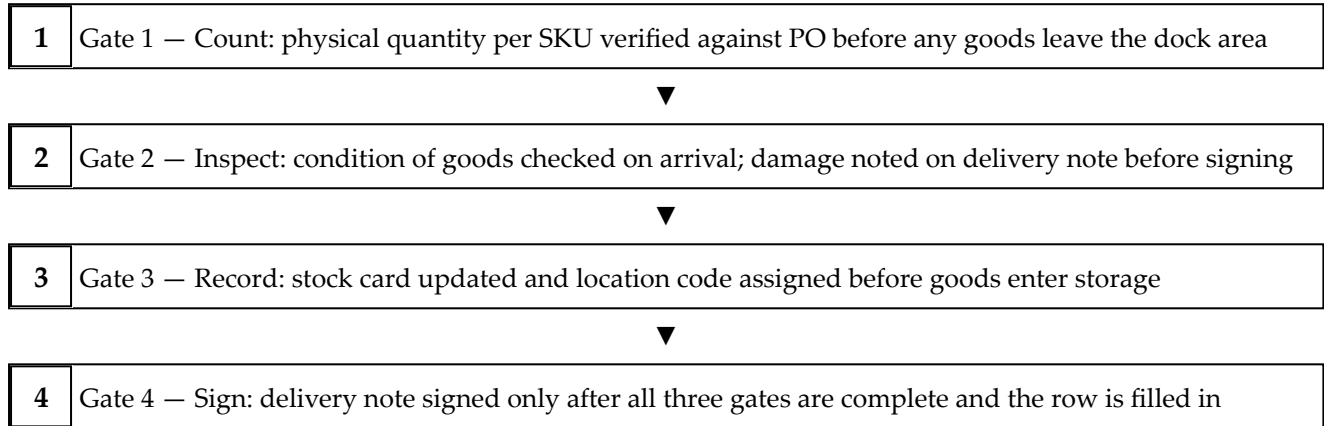
- Catches vendor shortages and overages the same day they arrive, while the delivery note is still retrievable.
- Creates an auditable receiving record with receiver signatures, supporting vendor claims and financial audit test counts.
- Identifies which vendors produce the highest rate of quantity variances — turning a recurring variance into a vendor conversation, not a recording correction.
- Forces location code assignment at receipt, eliminating the unlabelled stock problem that compounds picking errors downstream.
- Provides the raw data for Receiving Accuracy KPI calculation without any extra tracking step.

# Framework To Use

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## — Four-Gate Receiving Protocol

*Every delivery passes four gates before the row is closed. A gate skipped creates a gap that cannot be recovered from a signed delivery note.*



# How To Use

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Follow these steps in order. Each one builds on the previous.

- 1 Keep this sheet at the receiving dock. One physical or shared-spreadsheet row is opened the moment a delivery arrives.
- 2 Complete the Date, Vendor, and PO No. columns before touching the goods.
- 3 Count physical quantity per SKU line and fill Received Qty. Do not estimate or accept the vendor's packing list as confirmation.
- 4 Check condition: note any damage, wet cartons, broken seals, or crushed units in the Condition on Arrival column. If damage is present, note it on the vendor's delivery note before signing — an unqualified signature removes your claim.
- 5 Assign a location code for this receipt and write it in the Location Code Assigned column. The goods go to that code, not to wherever space is available.
- 6 Calculate Variance as Received Qty minus PO Qty. A positive number means overage; negative means shortage. Neither is left blank.
- 7 Sign the row and close the shift log. Any row still open at shift end is investigated before the next shift starts.
- 8 At week end: sort rows by Vendor and count variance occurrences per vendor. Three or more variance rows from the same vendor in one week triggers a call, not a correction.

## Example Use

*A household goods distributor receives three deliveries on Tuesday. The second delivery from a ceramics vendor shows 40 boxes on the PO but the driver hands over 37. By the time the owner checks the stock card Thursday, the shortage is already buried in a batch entry.*

With the daily log running, the receiver opens a row the moment the ceramics truck arrives. PO No. C-2241, Vendor Keramindo, SKU KER-04-B. PO Qty: 40. The receiver physically counts the stack: 37 boxes.

Received Qty goes in as 37. Variance is recorded as -3. Condition on Arrival: no damage noted. Before signing the delivery note, the receiver writes "short 3 boxes SKU KER-04-B" directly on the vendor copy and signs with that note present. The unqualified delivery note now has a documented qualification.

Location Code Assigned: Zone B, Aisle 02, Rack 01, Level 2, Position M. The 37 boxes go to B-02-01-L2-M. Not to wherever space is available near the dock.

The row is signed and closed. At week end, the owner sorts the week's log by vendor. Keramindo has two variance rows this week, both negative. That is a vendor call, not a stock adjustment. The claim references the qualified delivery note signature dated Tuesday.

The owner estimates value: 3 boxes × \$4.20 cost = \$12.60 per incident. Two incidents per week, 48 working weeks: \$1,209.60 per year in unrecovered shortages if not caught at receiving. The log cost: ten minutes per shift.



## Reflection Prompts

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*After filling in the worksheet on the previous page, work through these.*

1. Any row where PO Qty  $\neq$  Received Qty: has the discrepancy been reported to procurement the same day? Mark the action taken in the Variance column — do not leave it blank.
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2. Any row where Condition on Arrival notes damage: was the damage recorded on the delivery note before signing? A signature on an unqualified delivery note removes your vendor claim. Confirm the row outcome before closing this sheet.
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3. After one week of completed logs: which vendor produces the highest rate of quantity variances? That pattern is a vendor conversation, not a recording problem.
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# Tips and Traps

## TIPS

- Keep a printed blank form at the dock alongside the digital version. On high-volume delivery days, a paper row filled in during the count is more reliable than a mental note to enter it later.
- Train the receiver to write 'pending investigation' in the Action Taken column rather than guessing at a cause. An honest blank is better than a plausible fiction.
- If two SKUs arrive on the same delivery with different conditions, open two rows — one per SKU. A single row for a mixed delivery obscures which SKU had the problem.
- Review the Variance column weekly, not daily. Daily variances can be noise; weekly patterns by vendor are signals worth acting on.

## TRAPS

- Signing the delivery note before counting. Once signed clean, a shortage claim requires the vendor's goodwill, not your documented evidence.
- Entering 'see below' or leaving Condition on Arrival blank when goods look fine. If an item fails quality checks three days later and the arrival condition was not recorded, you have no documentation.
- Assigning the nearest available location code rather than the correct one. A location code mismatch between this log and the master list starts a discrepancy that the next cycle count will find — without a clear cause.
- Batching the log at end of week. A log that is filled in from memory two days after the deliveries is not a receiving log. It is a reconstruction, and reconstructions miss the gaps they are supposed to prevent.

# Appendixes

## Appendix A – Vendor Variance Rate Calculation

Run this after each week's log is complete.

Formula:

$$\text{Vendor Variance Rate (\%)} = (\text{rows with Variance} \neq 0 / \text{total rows for that vendor}) \times 100$$

Example:

Vendor Keramindo: 2 variance rows out of 6 total rows this week

$$\text{Variance rate} = (2 / 6) \times 100 = 33.3\%$$

Threshold for action:

- > 20% variance rate in any single week → vendor call this week
- > 10% variance rate for 3 consecutive weeks → formal review of PO terms
- Consistent negative variance (shortage) → check if vendor is shipping short by policy on low-value orders
- Consistent positive variance (overage) → check if vendor is overbilling on invoices to match delivered quantity

## Appendix B – Claim Letter Trigger Checklist

Before sending a shortage or damage claim to a vendor, confirm all of these:

- Delivery note has the shortage or damage noted in writing before signature
- Quantity counted by receiver – not estimated from packing list
- Variance row in this log matches the delivery note notation exactly
- Claim sent within vendor's stated claim window (check contract terms; typical: 24-48 hours for quantity, 7 days for concealed damage)
- Claim references: PO No., delivery date, SKU code, quantity disputed, and the specific delivery note number

If any box is unchecked, the claim may not be recoverable.

Document what is missing – it informs the receiving procedure fix.



WHERE THIS WORKSHEET COMES FROM

# Warehouse Management Essentials

*Control What Enters, What Is Stored, and What Leaves Your Warehouse*

by Ibrahim Anwar

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This worksheet is one of nine in the *Warehouse Management Essentials* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

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