**Warehouse Receiving Checklist**

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| **General Information** | |
| Date: | Shipper: |
| Carrier: | Receiving Overseen By: |
| Purchase order (PO) #: | Delivery Receipt Nbr: |

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| **Trailer Seal** |
| Seal on the trailer intact? **□ Yes □ No**  Seal # recorded on delivery receipt? **□ Yes □ No** |

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| **Verify Correct Shipment** |
| □ Delivery receipt shows correct name & address for this location.  □ Package labels shows correct name & address for this location.  If incorrect, **refuse shipment.** |

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| **Check Shipment For Signs of Damages** | |
| 1. Rips in packaging 2. Dents in boxes or box corners 3. Water marks or stains 4. Mildew damage 5. Punctures in containers 6. Moisture or signs of leaking 7. Evidence that packages have shifted on the pallet | 1. Rattling in boxes 2. Evidence of opened packages or broken tape or seals 3. Torn shrink-wrap 4. Impact/tilt/temperature recorders showing cause for concern 5. Any other suspicious markings on boxes |
| **□** Each pallet checked for damage  Each package checked for damage **□ Yes □ No**  Were any packages found with signs of damage? **□ Yes □ No**  If yes, mark the package ID numbers with the number corresponding to each type of damage. If other type of damage, list details.  Package ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Type(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Package ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Type(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Package ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Type(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Package ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Type(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Photographs Taken of Each Damaged Package:** |
| **□** While in truck & on pallet  **□** Off of pallet  **□** Opened each package with signs of damage in presence of driver  **□** For packages with damaged contents, additional photos taken while unpacking and examining |
| **Recording Damages on *Both Copies* of the Delivery Receipt:** |
| **□** Included TCN  **□** Noted location & number of damaged packages  **□** Described damage type  **□** Driver signed **both copies** of the delivery receipt as witness of damages |

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| **Check for Total Number** |
| Total Packages Counted? **□ Yes □ No**  Total Pallets Counted? **□ Yes □ No**  Was the total correct? **□ Yes □ No**  **□** If no, mark short pallets/packages on **both copies** of delivery receipt.  **□** Signed delivery receipt only for unit type counted.  Did any pallets show signs of torn/tampered stretch wrap? **□ Yes □ No**  **□** Opened pallets with tampered stretch wrap and counted packages inside, in presence of driver.  Correct number of packages? **□ Yes □ No**  **□** If no, marked number of short packages on **both copies** of delivery receipt |

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| **Unloading** |
| Who participated in unloading?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What methods were used to unload: (eg carrying, forklift, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In the time of unloading, were any packages dropped or handled in such a way that the contents could have been damaged? If so, record the package(s) here:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **In Case of Damages, Notify Carrier** |
| **□** Called carrier to request inspection  **□** Sent follow-up email to carrier |

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| **Additional Notes** |
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Did You Know?

* MyEZClaim freight claim software is fully integratable with your TMS system, offering you an integrated method to managing your claims, with no need to duplicate data entry between systems
* MyEZClaim includes a diary section where you can include notes about how the shipment was handled by your staff, who it was unloaded by, etc.
* When you’re in the midst of receiving shipments or filing claims, it can be difficult to see patterns in your loss & damage claims. That’s why MyEZClaim freight claim software enables you to analyze your claims data for trends, allowing you to reassess your shipping methods.
  + For example, analysis may reveal that a particular product shipped on a particular route is consistently being damaged; from there you might determine that a different route of a 70 cent piece of foam solves the problem.
  + It may be a matter of talking to a particular carrier about handling methods.

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