

Warehouse Receiving and Putaway

A process documentation example for a receiving associate on the dock.

Document Control

Process ID	OPS-207
Owner	Warehouse Supervisor
Version	1.3
Last reviewed	5 Jun 2026
Next review	5 Dec 2026

Scope

TRIGGER

Carrier arrives at the receiving dock.

FINISH CONDITION

Stock visible and pickable in the WMS at its bin location.

TOOLS

Handheld scanner, pallet jack, damage-report pad.

Procedure

- ☐ **1. Receiving associate checks the carrier paperwork against the expected PO before unloading**

Owner: Receiving associate · Output: PO number confirmed or load refused

- ☐ **2. Associate counts cartons against the packing list and records the count**

Owner: Associate · Output: carton count on the receiving log

☐ **3. Associate photographs and logs any damage before the carrier leaves**

Owner: Associate · Output: damage report with photo, carrier signature

☐ **4. Associate scans each carton into the WMS as received**

Owner: Associate · Output: PO status set to Received

☐ **5. Associate moves stock to its assigned bin and scans the bin confirmation**

Owner: Associate · Output: bin location recorded against the SKU

☐ **6. Supervisor clears any short or over shipment with purchasing the same day**

Owner: Supervisor · Output: PO adjusted or claim opened

SAFETY NOTE

No pallet stacked above 1.8 m; damaged pallets are not moved with a jack.