

# Inbound Receiving SOP

Step-by-step process for receiving purchase orders, scanning items, and directed putaway. Clean receiving is where inventory accuracy begins.

## Pre-Receiving

1. Check the daily expected delivery schedule in Logentic's PO Management dashboard.
2. Verify dock door availability and stage receiving area (clear surfaces, label printer ready).
3. Print or pull up the PO summary for each expected shipment.

## Receiving Process

1. When shipment arrives, scan the shipping label or PO barcode to open the PO in Logentic.
2. Count cartons against the packing slip. Note any discrepancies immediately.
3. Open cartons and scan each item SKU against the PO line items.
4. For each item, verify: correct SKU, correct quantity, acceptable condition (no damage).
5. Flag any short ships, overages, or damaged items using the exception workflow.
6. Once all items are verified, confirm receipt in Logentic to update inventory counts.

## Directed Putaway

- After confirmation, Logentic assigns putaway locations based on SKU velocity and available space.
- Scan each item and scan the destination bin to confirm putaway.
- If a suggested location is full, use the override function to select the nearest available bin.
- Never put items away without scanning. Unscanned putaway breaks inventory accuracy.

### CRITICAL RULE

Every item that enters your warehouse must be scanned and received against a PO. No exceptions. Items that bypass receiving become phantom inventory that will cause stockouts and misships downstream.