

GOODS RECEIVING IS A CONFIRMATION SHOWING PHYSICAL RECEIPT OF GOODS OR SERVICES WITHIN A DEPARTMENT OR UNIT.

The person conducting *Goods Receiving* affirms that ordered items are correct, in good condition, and in accordance with requirements of the purchase order.



This area encompasses goods acceptance, goods acceptance controlling and quality assurance of the incoming goods. It is particularly important to ensure here that the individual goods are correctly checked and labelled, in order that any errors when storing the goods or order picking – which result in erroneous forwarding on for dispatch or production – are duly avoided. It is necessary to utilise a range of methods here, in order **to ease goods acceptance in advance and to avoid any errors.**



An administrative function that involves checking of the quality, quantity, and condition of the incoming goods followed by their proper storage.