

# FC062 Goods Inwards

## Objectives

To ensure:

- all deliveries conform with purchase orders properly raised by the Company.
- the Company accepts only those goods or items that have been properly ordered.
- deliveries which do not conform with the Company's requirements in any respect are clearly identified, recognised and dealt with appropriately.
- deliveries are checked for conformity against the relevant PO and delivery note
- goods show no obvious signs of damage or contamination and are checked preferably whilst the supplier's delivery representative is present.
- all deliveries are properly documented and we have a proper record of quantities and dates of delivery and hence outstanding orders at all times.
- we maintain an accurate record of batch numbers pertaining to raw materials and colours deliveries in the PDMS.

