

# HOW DO YOU RATE? RECEIVING

*Use this worksheet for self-evaluation with a holistic operational perspective.*

<b>Best Practices</b>	<b>Your Performance</b>			
Check order for accuracy	Poor	Satisfactory	Good	Superior
Note shorts & out of stocks on the invoice	Poor	Satisfactory	Good	Superior
Check for quality	Poor	Satisfactory	Good	Superior
Make sure the invoice is for my store	Poor	Satisfactory	Good	Superior
Compare invoice prices against quoted ones	Poor	Satisfactory	Good	Superior
Request credit for damaged products within 24 hours	Poor	Satisfactory	Good	Superior
Have strong communication with bookkeeping regarding credits being received	Poor	Satisfactory	Good	Superior
Teach staff about credits and impact to the store	Poor	Satisfactory	Good	Superior
Use damaged products for customer or staff samples as applicable	Poor	Satisfactory	Good	Superior
Periodically calculate selling price for entire invoice	Poor	Satisfactory	Good	Superior
Ask accounting for time to check in: credit reviews & new vendor on-boarding	Poor	Satisfactory	Good	Superior

