Lowell Business Procedure

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<td>Manage Shipments</td>
<td>Receiving</td>
<td>4/3/02</td>
<td>S. Monahan</td>
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Procedure Frequency: Daily

Procedure Owner: College/ Area or Service Center, Central Receiving

Procedure Narrative:
Terms Used In This Procedures Document
- Purchase Order Entry Resource – an end user in a college/ area or service center who has the authority to enter purchase orders into PeopleSoft.
- Receiver – an end user in a college/ area, Central Receiving or service center who has the authority to create a receiver in PeopleSoft; in most cases, an end user who can enter purchase orders into PeopleSoft can also enter receivers.
- Requester – an individual who has requested a purchase order for a good or service; a requester can be faculty, staff, etc.

Important Note
Receivers will be created at the point of receipt of goods. On-line receiving is only required for purchase orders set up under the ‘3-Way’ match rule. It is important that receiving occur in a timely manner in order for the matching process to work effectively. If an invoice is processed at Central Procurement for a purchase order subject to 3-way matching, and no receiver is entered in PeopleSoft, a match exception will occur delaying payment to the vendor. The receiving panels are located in Go/Administer Procurement/ Manage Shipments/ Use/ Receive with Purchase Order.

College/Area or Service Center
The assumption is that items not shipped to Central Receiving will be shipped to the requester’s service center. A designated resource in the service center will sign for the shipment and enter the shipment into a delivery log. The service center resource will also examine the packing slip to determine how the goods were ordered (e.g. ProCard, purchase order or NPO purchase).

The service center resource will then enter a receiver into PeopleSoft based upon those packing slips that reference a purchase order number. The service center resource will record the actual date of receipt in the PeopleSoft system. The receiver number will be recorded on the packing slip and the packing slip will be stamped ‘Received’. The service center will retain the original packing slip and deliver a copy of the packing slip and the goods to the requester. The packing slip should be stapled to the original purchase order request documentation and filed in the service center. It is very important that this supporting documentation be retained as part of the quality assurance/ post-audit review process.

If there is a problem with goods received, it is important that the requester inform their service center in order to have the receiver updated accordingly to prevent payment to the vendor.
Central Receiving
For goods shipped to Central Receiving, a receiver will sign for the shipment and enter the shipment into a delivery log. The receiver will also examine the packing slip to determine how the goods were ordered (e.g. ProCard, purchase order or NPO purchase).

The receiver will then enter a receiver into PeopleSoft based upon those packing slips that reference a purchase order number. The receiver will record the actual date of receipt in the PeopleSoft system. The receiver number will be recorded on the packing slip and the packing slip will be stamped ‘Received’. Central Receiving will attach a copy of the packing slip to the package, and will then inform the requester that a package has arrived and the requester will pick up the package.

Central Receiving will retain and file the original packing slip.

If there is a problem with goods received, it is important that the requester inform their service center in order to have the receiver updated accordingly to prevent payment to the vendor.