BEREA COLLEGE

Receiving Procedure

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Pages	1-5
Approval:	On File in Purchasing

1.0 Purpose

This procedure describes steps to validate receipt of goods or services ordered on a Purchase Order.

2.0 Definitions

Packing List: A carrier document attached to a package listing the contents of the package.

Carrier: A transportation provider that moves goods and or passengers.

Bill of Lading: A carrier's contract and receipt for goods it agrees to transport from one place to another and to deliver to a designated recipient (consignee).

3.0 Procedure

- 3.1 Verify that goods or services were actually received in satisfactory condition by either visual inspection or acknowledgement of services rendered.
- 3.2 Open screen FPARCVD (see screen shot below) and type NEXT in the receiver code box.

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Bill of Lading:	
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3.3 Enter Receiving Method by clicking on the arrow and selecting from the drop-down list. Enter date **received** (*not date of invoice*). Press Cntl PgDn.

Enter packing slip number and if known, Bill of Lading number. Press Cntl PgDn.

Enter Purchase Order number, press Enter.

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3.4 After inputting PO number, press enter and the vendor name will automatically populate the Vendor field.

3.5 Go to "Options" drop down menu and select either "Receive All" if all the items on the purchase order are being received for the first time all at once. If only a partial amount of the purchase order is received, click "Select Purchase Order Items" to access the Receiving Goods PO Item Selection Form (FPCRCVP). Press Next Block.

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Receiving Header Receiving Method: Carrier: Date Received: Date Received: BFANDENA Date Received By: D	
Packing Slip: MML3505 Packing Slip: MML3505 Bill of Lading: Text Exists	
Purchase Order Purchase Order: Purchase Order: Buyer: Aurelia Brandenburg Vendor: 521471042 Reed Elsevier Inc	
More	

Check to receive	e or adjust items for t	his purchase order			
Record: 1/1			<0SC>)
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3.6 If you clicked "Select PO Items" from the Options drop-down list, you will then see the PO Selection Form. This form displays all the items on the purchase order that you have not yet received on this packing slip. To select the desired items, Press Cntl PgDn and click the "Add Item" box to the right of each line item that is to be received and hit F10 to save. Click OK, then exit.

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Check to select commodity for Packing Slip. Press commit to copy item(s).	D
Record: 2/2	
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3.7 When you return to the "Receiving Goods" screen hit Cntl page down and you will see the "Commodity" page. Be sure the quantity under the "Current" box is filled in with the quantity to be received. Arrow down for each line item.

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🙀 Commadity FPARCVD 7.0 (PROD) 2000000000000000000000000000000000000	
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Scroll through the items until you find the commodity you are receiving.	
Record: 1/?	
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3.8 When you have entered all the quantities, Control page down, (or Next Block) and press Complete.

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Select to keep Document Incomplete and "In Process"					P
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3.9 Keep all paper receiving documents (packing list, proof of delivery, etc) with original order documentation.

4.0 Forms and Records

- 4.1 Packing List
- 4.2 Purchase Order
- 4.3 Invoice

5.0 Equipment/Software

5.1 Banner

6.0 <u>Related Documents</u>

6.1 Purchasing Policy