

GENERAL PROCESS FOR TAKING POSSESSION OF GOODS PURCHASED

2681

(May 2005)

RECEIVING PROCESS

2681.1

(May 2005)

Each **purchaser/receiver** determines whether or not the goods received are acceptable and conform to all of the terms and conditions of the purchase document.

The entire receiving process consists of **the following**:

Term	Definition	Example
Receiving	The act of taking possession of goods in order to stage them for inspection or place them into inventory.	A worker on the receiving dock who signs for goods provides the acknowledgement that the goods were delivered, not that they were "accepted".
Inspecting	The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase document. In some cases, the acquisition may require specialized skills or expertise in examining the goods to determine conformance.	The U. S. State Department of Agriculture or the California Department of Agriculture inspects fresh produce and provides a certification of inspection to the purchasing institution.
Acceptance Testing	The act of testing what is purchased, either all items delivered, or the first item delivered or by random sampling of some or all items delivered. Testing determines what is purchased is in substantial accord with the contract and suppliers and/or manufacturers published technical specification and performs at a satisfactory level.	A purchaser/receiver has received the first of a shipment of breathing apparatus. The solicitation states that an acceptance test will be performed to ensure that the apparatus performs satisfactorily.

Acceptance	The legal act of documenting that the goods and/or services conform to the requirements of the purchase document terms and conditions.	Completing an inspection or performance test, the purchaser/receiver provides the supplier a notification letter confirming that the inspection/test has occurred, the equipment passed the inspection/test and the purchaser accepts the product
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ELIMINATE THE RISK OF ERROR

2681.2

(May 2005)

Purchasers should maintain sufficient separation of duties in order to reduce the risk of error or fraud in their purchasing program. No one person should control all key aspects of an entire transaction or event. Refer to [Section 2606.21 – Separation of Duties](#).

PACKAGING AND SHIPPING STANDARDS

2681.3

(May 2005)

The DGS/PD [General Provisions](#) (GSPD-401 Commodities) describes to suppliers how goods will be packaged and shipped to a State facility. Any special packaging and shipping requirements and/or instructions over and above the standard provisions must be documented in detail within the purchase document. Refer to [Section 2612.3.7, 2664 and 2665 for additional information on shipping](#).

SHIPPING MULTIPLE CONTAINERS

2681.4

(May 2005)

Article 12 of the General Provisions instructs a supplier shipping multiple containers to identify the shipments as follows:

- Identify the number of the container and the total number of containers in the shipment; and
- Identify the number of the container in which the packing slip has been enclosed.

TIMELY RELEASE OF PURCHASING DOCUMENTS

2681.5

(No. 3 February 2006)

Purchasers must promptly release fully executed and properly approved purchase documents to appropriate personnel involved in post-award activities such as receiving shipments, accepting goods or authorizing payments. These personnel should have a current, complete and accurate purchase document to compare shipments received to what was ordered.

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SUBSTITUTION OF GOODS

2681.6

(May 2005)

Purchaser/receiving staff must ensure that the goods delivered to the department match in every detail to that described on the purchase document and immediately notify the purchaser when the products do not match the purchase document.

Product substitutions, over shipments or under shipments must not be accepted without being properly documented. A purchase document amendment must be executed.

Refer to [Section 2666 – Amending a Purchase Document](#) for information on processing a purchase document amendment.

RESOLVING DISPUTES WHEN STATE PAYS SHIPPING

2681.7

(May 2005)

DGS/PD Transportation Management Unit (TMU) shall be contacted at (916) 573-2203 if a department encounters disputes with freight carriers or if filing lost, over, short or damaged shipment claims against shipping agents when the state pays for shipping. Refer to [SAM](#) section 3861 for additional information.

FOLLOW-UP ON OPEN ORDERS

2681.8

(May 2005)

Purchasers and receivers will maintain a file of orders not yet received, including any amended purchase documents. It is recommended that purchasers/receivers check their files each week and follow-up with vendors on purchase orders that are older than two weeks. Note in the file: when you called, what the status is, who you spoke with and why the delay, if applicable.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)