

RECEIVING GOODS

2682

(May 2005)

Each delivery should be checked. Verify the consignee's name and address. If you have more than one location, be sure the goods are for your location. Check the merchandise, and verify that it is the same as described on the delivery receipt. Check each labeled carton to ensure that it belongs to you.

QUESTIONS TO CONSIDER WHEN RECEIVING GOODS

2682.1

(May 2005)

In accordance with [SAM](#) section 3861, receiving staff should always consider the following questions before taking receipt of any shipment:

- Is it for this department?
- Is it damaged?
- Is the piece count correct?

In addition, the following questions should also be considered when receiving goods on behalf of the department:

- Is delivery significantly late, unsatisfactory or incomplete?
- Does the item comply with the specifications and packaging requirements as defined by the contract, [General Provisions](#) or any special provisions of the order?
- Does the delivery require further inspection by another more qualified person?
- Have all the terms listed on the purchase document been met?

Do not sign the receipt before inspecting for damage.

STANDARD RECEIVING PACKAGE

2682.2

(May 2005)

A standard receiving package should, at a minimum, contain the following documentation and be distributed to both the accounting and purchasing offices for payment and procurement file documentation:

- The invoice or packing slip
- The receiving copy of the purchase document
- A completed Stock Received Report ([STD.106](#)) or [STD 65](#), Certification of Receiving Officer block filled in.

Note: If the freight terms required the consignee to pay the shipping costs (FOB Origin), the bill of lading/delivery receipt verifying shipping costs must be included as part of the receiving documentation.

PACKING SLIP
(May 2005)

2682.3

Packing slips must be included in all shipments received by a **purchaser/receiver**. At a minimum and in accordance with the standard State's General Provisions, the supplier must provide the following information on the packing slip to ensure departmental receiving staff can verify products being acknowledged as received:

- Purchase document number as issued by the **purchaser**
- Item number
- Quantity and unit of measure
- Product part number
- Description of the goods shipped

RECEIVING STOCK
(No. 1 June 2005)

2682.4

In accordance with **SAM** section 8422.20, departmental receiving staff must prepare a Stock Received Report (**STD.106**) or may use an approved purchase document to record receiving information at the time goods are received. When a copy of the purchase document is used as a stock received report, the person checking the goods will write in the date received, the quantity received, and note any defect in condition.

When stock is being received that results from a CAL-Card transaction the receiver must certify the stock received by using either the STD-106 or by signing and dating a written or stamped certification statement placed on the Statement of Account (SOA). If the STD-106 is not used the certification statement should read as follows:

“I _____(name)_____ hereby certify, that I have carefully weighed or counted the articles listed on the detailed invoice(s) or packing slip(s) supporting the purchase contained on this Statement of Account (SOA) received by me on _____(date)_____; that they were in good order except as otherwise noted on the SOA.”

If the STD-106 is used the receiver may list each individual item received as they appear on the invoice or packing slip, or may indicate in the “remarks” column of the STD-106 the items received by referencing “as per items listed on the attached invoice” and/or “packing slip”. The receiver must validate the STD-106 with a signature and date where indicated.

The original stock received report or the purchase document must be forwarded to the accounting office and a copy provided to or retained by the **purchaser/receiver** to file in the procurement file on the day the goods are received.

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The STD.106 will be stamped or similarly designated as “complete” when the order is completely filled. Completely filled is determined by carefully checking the quantity, description, and condition of the goods.

STD. 106 SIGNATURE AUTHORITY

2682.5

(May 2005)

Staff responsible for checking and taking custody of the goods must sign the receiving document (either the STD.106 or a copy of the approved purchase document, if being used in place of the STD.106). If the STD.106 signatory is not the person who physically checked and took possession of the goods, then whoever does sign the STD.106 must take precautionary measures to assure that the goods were actually received and checked before signing.

RECEIVING PARTIAL DELIVERIES

2682.6

(May 2005)

If a department elects to accept partial deliveries, a photocopy of the approved purchase document may be used as a stock received report. When using the purchase document as a stock received report, the receiving staff checking the goods will write the:

- Date received
- Quantity received
- Note any defect in condition.

This process is followed for each partial shipment received through completion. The last stock received report for an order must be stamped or designated as “Complete” when the order is completely filled.

Note: DGS/PD recommends that receiving staff notify the **purchaser** whenever a purchase is received as a partial delivery if the purchase transaction did not state whether or not partial deliveries are acceptable. Partial delivery documentation should be provided to the **purchaser** on a timely basis to allow for any necessary communications between the **purchaser** and the supplier to occur.

RECEIVING GOODS AT FIELD LOCATIONS

2682.7

(May 2005)

Staff assigned receiving duties in outlying locations will be responsible for preparing/compiling and providing documentation of the following:

- Shipper’s bill of lading and delivery receipt is correct.
- Unit count noted on the bill of lading/shipping receipt matches the units actually delivered.

- When damage is evident, determine if the supplier or the carrier caused it.
- Document the following information and route to the **purchaser**:
 - Contact name and phone number of person receiving goods.
 - Purchase Order number.
 - Documentation of what was actually delivered, verified to the purchase document, with clear notation and explanation of any discrepancies or partial shipments.
 - Signature of receiving employee.
 - Perform a timely inspection of received goods and report any issues directly to the purchaser.

Note: **When purchases are made by purchasers not located at the field location, purchasers shall** provide receiving staff in field locations with purchase documents in a timely manner and review any special instructions **regarding the delivery** to assist the **receiver** in accurately and efficiently receiving goods.

NEED FOR COMPLETE RECEIVING DOCUMENTATION **2682.8** (May 2005)

The receiving package documentation initiates the payment process, as accounting staff uses this documentation to reconcile against the purchase document and supplier invoice. This documentation also provides the material necessary for the **purchaser** to perform any post-award activities, including closing out the purchase or conducting follow up activities with the supplier regarding outstanding or incorrect deliveries.

Failure to provide all required documentation and follow all related policies and procedures ultimately delays supplier payments unnecessarily and could result in the **purchaser** paying late payment penalties.

RECOMMENDATIONS **2682.9** (May 2005)

DGS/PD recommends receiving personnel to:

- Keep purchase documents on file until suppliers have met all obligations and deliveries. This is particularly important when accepting any partial deliveries or staggered deliveries over a period of time or in future fiscal years.
- Report immediately to the **purchaser** identified on the purchase document any problems or questions in delivery, receipt or discrepancies in equipment received.

FILE DOCUMENTATION **2682.10** (May 2005)

[Click](#) here to access a post award file documentation listing (scroll to appropriate subsection).

(see next section)

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(see Forms or Forms Samples)