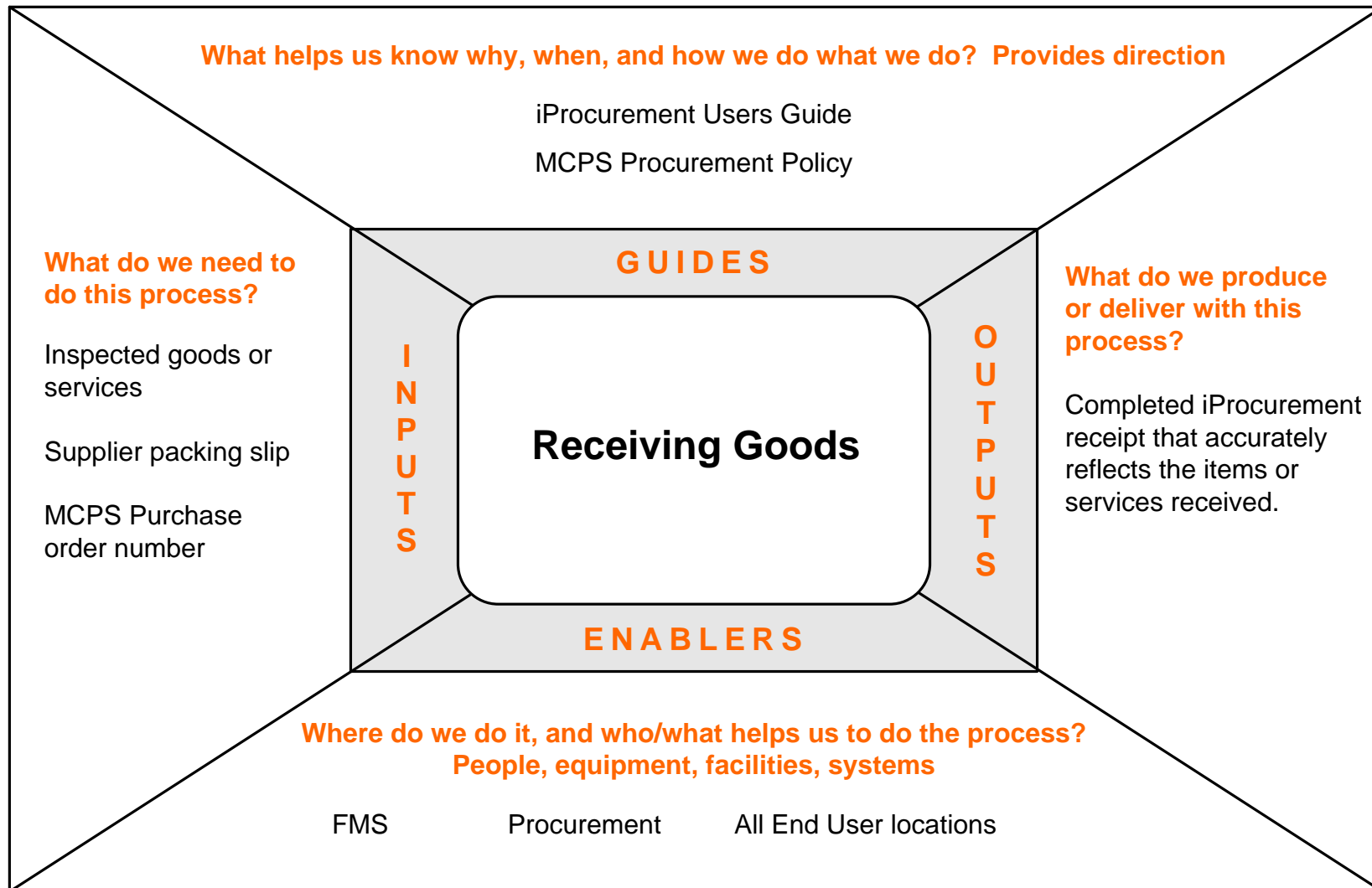


Process Begins when

the end user receives actual goods or services.

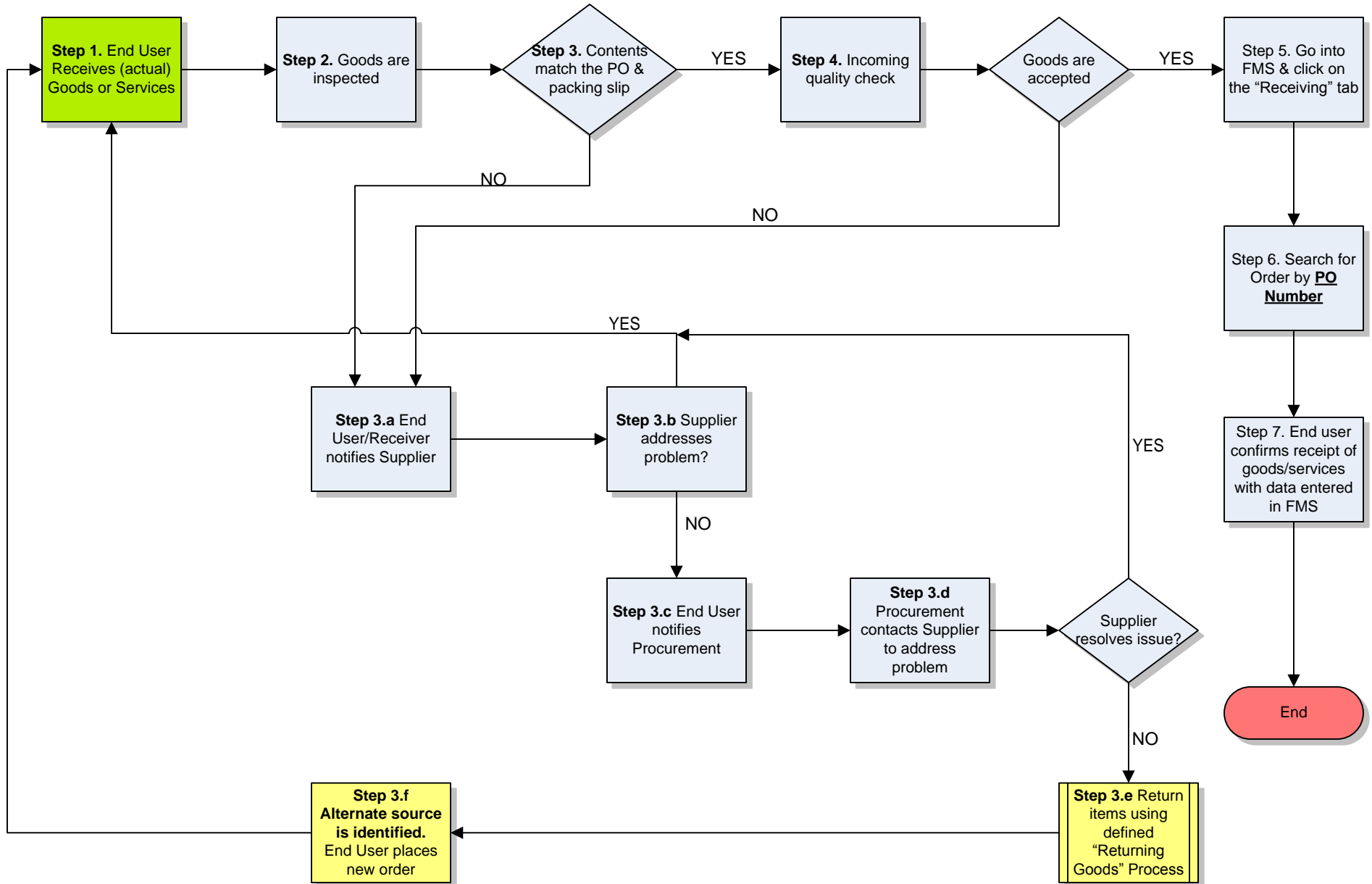
Process complete when

a receipt is filed, then used to complete invoice payment by AP.



To Key Process

Receiving Goods



RECEIVING GOODS PROCESS

Introduction

This process is to be used when an end user school/office needs to have accounting pay a supplier for goods or services received.

Process Description

Step 1. End User receives (actual) Goods or Services

Step 2. Goods are inspected

Step 3. Contents match the purchase order and packing slip? If No, complete the following actions

- a. End User/Receiver Notifies Supplier of Problem(s)/Discrepancy
- b. Supplier addresses problems(s)/discrepancy
- c. End User notifies Procurement Office
- d. Procurement contacts Supplier to address problem(s)/discrepancy
- e. Return item(s) using defined "Returning Goods" Process
- f. Alternate Source is identified and End User places new order


Step 4. Shipment passes incoming quality check? If No, follow **Step 3.** sub-points.

Step 4.1. Goods are accepted? If No, follow **Step 3.** sub-points.

Step 5. Go into FMS and click on the "Receiving" Tab

Step 6. Search for order by Purchase Order Number

Step 7. End User completes receipt of goods/services in FMS

 Return to Key Process

 Return to IGOE