

RECEIVING

DEFINITION

The receiving process has two parts. The first involves the physical movement of MRO materials from the location where they are delivered, typically a door or receiving dock, to the appropriate storage location(s) inside the storeroom, or to a designated delivery zone such as a project cage. The second part of the receiving process involves verifying and recording the receipts in the EAM software system. The receiving process applies to receipt of stock items as well as direct expense items.

The receiving process begins with a purchase requisition, which describes the item(s) needed, the quantity, the preferred supplier, and the requested delivery date(s). Once a purchase requisition has been approved, the Procurement Function converts it into a purchase order (PO). Employees must be able to access purchase orders in the EAM software system in order to reference them when receiving MRO materials.

PURPOSE

The purpose of the receiving process is to ensure that all supplier or carrier deliveries are properly recorded in the EAM software system and delivered either to storage or directly to the end user.

RESPONSIBILITY

The MRO Materials Management Function is primarily responsible for receiving MRO materials. However, any employee who physically receives a delivery becomes responsible for ensuring that the delivery is properly recorded and stored or passed on to the end user.

TIMING

This receiving process should be followed whenever a [Company] facility receives MRO materials from a supplier or carrier.

LOCATION

Ideally, all deliveries from suppliers or carriers should be received at a designated delivery zone, such as a door or receiving dock, adjacent to the storeroom.

GUIDELINES

Documentation

- All materials received at the storeroom must have proper documentation.

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- All data on the purchase order and packing slip must be complete.
- Packing slips should be generated electronically, not handwritten.
- Packing slips should clearly reference each of the following:
 - PO number
 - [Company's] item number (from the MRO Materials Catalog)
 - item description
 - supplier's item number

Emergency Deliveries

- If there is an emergency situation, and special arrangements must be made for delivery, the person requesting the materials must follow the designated process for Emergency Purchase Orders (P2-05-03) and notify storeroom personnel of delivery.
- Under no circumstances should any [Company] employee make a verbal agreement with a supplier to have materials purchased and delivered to the facility.

Discrepancies

- Discrepancies between what was ordered and what was shipped must be properly documented and communicated to the Buyer and Requestor.
- The Procurement Function will track receiving discrepancies as part of the supplier evaluation process.
- Receiving Discrepancy Codes should be used to track receiving discrepancies. The table below lists these codes:

Code	Code Description
RDSS	Short Shipment
RDDM	Damaged Material
RDOS	Over Shipment
RDIPS	Insufficient Packing Slip
RDWI	Wrong Item
RDMI	Missing Item

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PROCESS FLOW

