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| COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures | |
| Subject: RECEIVING & DELIVERY OF PURCHASED GOODS, RECEIVING & DISTRIBUTION DEPARTMENT | Page: 10.01.01 |
| | Date: Rev. 8/18/2021 |

General

Goods purchased by the college that are the result of an electronically generated purchase order are delivered to and received electronically on-line by the Receiving & Distribution staff. Both the ordering and receiving of goods is controlled by the purchasing and receiving modules of the Ellucian System. Once the goods have been received they are delivered to the initiating department in a timely and efficient manner.

This procedure does not apply to the receipt and delivery of college Bookstore purchases or goods and materials received by the college that were not prompted by the issuance of a purchase order.

The receiving and delivery functions should be conducted in an efficient manner with adequate controls that contribute to the integrity of the college's purchasing system.

Authority

Vice President for Business and Finance

Responsibility

Budget and Compliance Manager
Supervisor, Receiving and Distribution
Receiving and Distribution Staff

Procedure

This procedure describes the receiving and delivery steps for goods and materials acquired through the Purchasing Department's Purchase Order system (09.09 Purchasing of Goods and Services). The procedure does not describe receipt and delivery of Bookstore purchases of goods for resale, or other goods received that were not prompted by the issuance of a Purchase Order.

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A. Goods received as a result of issuing a Purchase Order.

1. Deliveries to the college are routed via signage, "RECEIVING DEPT.," to the Warehouse located in the Engineering Building.
2. Deliveries are off-loaded at the Receiving dock by the Receiving & Distribution staff or designee. **Note:** Large volume shipments or those whose gross weight requires special handling may be sent directly to the building/classroom to be off-loaded. This delivery will require an escort by the Public Safety Department with coordination between the Receiving & Distribution staff and the Plant & Maintenance Department.
3. When the Bill of Lading is presented by a common carrier or a packing list from a private carrier, the Receiving & Distribution Supervisor will accomplish the following:
 - a. Locate the Purchase Order Number on the Bill of Lading/Packing List, look-up that number in the POSP screen of the POM process in the Purchasing Module (PU) and print out two copies of the Receiving Report.
 - b. Inspect the shipment for apparent signs of external damage to the cartons, i.e., crushing, punctures, bent corners, broken seals, etc., and duly note any damage on the Bill of Lading/electronics notepad.
 - c. Open the package(s) and inspect the contents for damage and verify the quantity with both the Receiving Report and the Packing List. Any discrepancy, i.e., shortages, overages or damage, is to be noted on the Bill of Lading.
 - d. If the contents of a package are too difficult to identify or the condition is indeterminate, a note will be added to the Bill of Lading indicating "Shipment received conditionally subject to further inspection."
4. When all items on the original Purchase Order have been accounted for and their condition noted, the Receiving & Distribution Supervisor or designee will sign the Bill of Lading.

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5. Subsequent to the signing of the Bill of Lading, the individual goods are accepted on-line using the PORC screen found in the GSR process of the Purchasing Module.
6. Packing lists from deliveries are sent to the Accounting Department the following day to be matched with the invoice(s).
7. Signatures of the department receiving the goods are required on the copies of the Receiving Reports; one copy of the report will remain with the initiating department and one copy will be returned to the Receiving & Distribution department and filed.
8. Packages or boxes containing complex orders such as science supplies, computer equipment, etc. will be delivered to the originator unopened. The end-user must inspect the goods immediately and notify the Receiving & Distribution department of any discrepancies with the order. This should be done as soon as possible, but in no case any later than three days after delivery. Any delay in this process could jeopardize the warranty. (See 09.13 Memorandum of Return Procedure.)