Procurement
Central Receiving Procedures
Edited 2017
Central Receiving Procedures

Agenda

❖ Purchase Orders Receiving and WolfMart.
❖ Receiving for Credit Card Purchases .
❖ Receipts for Desk Top Deliveries and WolfMart.
❖ Optional Inspection and Receiving for departments.
❖ Central Receiving Return Shipments/Form .
❖ Campus Outgoing Shipments and Export Controls.
❖ Central Receiving Contacts.
Central Receiving

- **Central Receiving Process Via WolfMart.**
  - When a PO is encumbered and forwarded to a vendor, this starts the receiving process on the Wolfmart System.

  - Once the order arrives on campus, Central Receiving checks for visible damages and verifies the shipment via the PO# line items.

  - All items are physically inspected by Central Receiving Staff for correctness, by catalog # and piece count.

  - Once the received items are deemed correct and undamaged, partial or complete, it is processed and scheduled for delivery to the ordering departments. If an item quantity is over shipped, Central Receiving will contact the ordering department to verify if the department would like to keep or return the item to the vendor.
If the department decides to keep an over shipped item, a comment will be placed in the comment section of the PO on Wolfmart, indicating the department’s decision.

The department will then be advised to contact Purchasing and/or AP via the “Add Comment” section of a PO to generate a Change Order for the additional items so that the invoice charges for a line item and quantity will match the PO amount for payment of invoice by AP.

If an item is returned to a vendor due to over shipment, damage, or incorrect shipment received, the reason will be noted on the PO comment section as such, allowing all to see the progress of the order.
Central Receiving

➢ Once a receipt is created on Wolfmart, it immediately becomes available to AP for the payment process.

➢ After the receiving process is completed on system, the merchandise is then scheduled for delivery to the Deliver To Address that is indicated on the PO.

➢ Central Receiving delivers shipments to East and West Campus on a daily basis for both perishables and non perishables, regular and heavy shipments. Orders are processed for delivery based on the items ordered on PO’s, and order of urgency. “HOTS” Overnight, Perishable, and Refrigerated orders are a priority and are processed for same day delivery to the departments to accommodate our researcher’s needs in a timely manner. Ground shipments are typically delivered next day based on available staffing.

➢ The average turn around time between the time an item arrives at Receiving and is delivered to the end users is one to two days. Unless there are extenuating circumstances.
Optional Inspection Program.

➢ The Optional Inspection Program is a venue where the University departments agree to assume responsibility for inspecting their own deliveries eliminating the need for Central Receiving to do so, thereby allowing the ordering department a quicker delivery process. On average, departmentally inspected items will be delivered to the ordering department within 24 hours of their receipt by Central Receiving.

➢ If a department chooses the “Optional Inspection Program” a receipt or comment must be created on WolfMart based on items received against the Packing Slip. It is the responsibility of the department to correct and verify receipt of goods on the Wolfmart system before invoice payment. This can and must be done each time an item is received, by going on Wolfmart, and entering what is received via the “ADD COMMENT” feature section of the PO or Requisition.

➢ To utilize this program, the department when creating a requisition, must indicate “OPTIONAL INSPECTION” under the “Delivery Options” parameters of the requisitions when placing your order.
Central Receiving

- **Direct Delivery Shipments.**
  - Shipments that are sensitive in nature, may be flagged for inside delivery and installation whenever requested by a department. This is noted on the requisition by the department and flagged on PO’s to be delivered directly to the ordering department once shipment arrives on campus. Again, it is the responsibility of the department to physically inspect all items received against the packing slip for accuracy to what was ordered on the PO. Record the date any item was received and retain the packing slips to support receipt of the goods ordered. Once verified make a notation in the “Add Comments” section of the PO on WolfMart each time an item is received by a department. Attach a copy of the packing slip to the PO or scan and email a copy to AP indicating the corresponding PO# for the packing slip.

- Central Receiving and Property Control must be notified for all direct delivery shipments received in a department via the comment section of the PO. This is important to assist with updating system, and processing the shipment with Property Control for decals whenever applicable.
Central Receiving

• Desktop Delivery.

➢ Desk Top Delivery is provided to departments when a selected vendor or shipper delivers an order directly to a department room, or desk top as requested or agreed. Once the shipment is delivered, it is the responsibility of the department to verify items received against the packing slip and PO. Confirm that the piece count and part number(s) ordered and delivered are correct via the “Comment” section of PO on WolfMart. With Office Supply Vendors, the department signed delivery receipt will be forwarded to Central Receiving and an electronic receipt will be created on WolfMart for payment by AP.

➢ If a department identified that an item shipped is incorrect, refuse the item on spot. If an item was accepted and then discovered incorrect item was received, contact vendor immediately so that the correct item will be reshipped and incorrect item can be picked up by vendor. If needing assistance, place a comment in the “Comment” section of PO to Purchasing so that vendor will be contacted. All actions must be noted on system in the “Add Comment” section of PO.
Central Receiving

Receiving for Credit Card Purchases

- Items purchased with Credit Cards, where a requisition is generated on WolfMart, a note of items received will be recorded in the comment section of the requisition for viewing and verification purposes. Departments should use the requisition number as a PO# or a department contact name and location on the shipping label so that the shipment can be identified and routed to the correct department and location once received by Central Receiving. This is a necessity for identification of credit card shipments being accepted by Central Receiving since shipping companies very often neglect to indicate end users information on the shipping labels.

- Again, it is the responsibility of the department to notify Central Receiving and Property Control via email, or the comment section of the requisition on WolfMart system so that shipment will not be refused and system can be updated accordingly once received.
Central Receiving

• Return Shipments and Forms.

➢ All return shipments and outgoing shipments that need to be processed by Central Receiving, must be accompanied by a completed Form SUSB 114, Return/Shipmen Request form. The completed form is to be mailed or faxed to Central Receiving @ Z-6500 or Fax 2-8332. This and other forms are available on WolfMart and Procurement website http://www.stonybrook.edu/procurement/.

➢ Once the form is completed and submitted to Central Receiving, a Central Receiving staff member will schedule pick up from the requesting department and return the item to Central Receiving for outgoing shipment processing.

➢ As a reminder, all shipments leaving the U.S. MUST receive prior approval from the Export Control Office, (Susan Gasparo 2-1954) susan.gasparo@stonybrook.edu before shipment can be processed.

➢ If shipping via UPS is requested, departments must attach a completed mail requisition form for UPS shipping charges.
# Central Receiving Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyril Rickson</td>
<td>(631) 632-6290</td>
<td>(631)632-8332</td>
</tr>
<tr>
<td>(Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Nola</td>
<td>(631) 632-6289</td>
<td>(631)632-8332</td>
</tr>
<tr>
<td>(Warehouse Supervisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry Semonian</td>
<td>(631) 632-6290</td>
<td>(631)632-8332</td>
</tr>
<tr>
<td>(Office Supervisor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>(631) 632-6307</td>
<td>(631)632-8332</td>
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