
WAREHOUSE RECEIVING PROCESS (SUP-P200)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This procedure applies to employees receiving any type of purchased product into the warehouse at Supply Services.

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2.0 RESPONSIBILITY:

- 2.1 Supply Services, Warehouse Coordinator/Supply Inventory Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 GEMS – Government E-Management Solutions
- 4.2 USDA – United States Department of Agriculture
- 4.3 CNS – Child Nutrition Services
- 4.4 PORECEIVED – Receiving Report on GEMS System

5.0 PROCEDURE:

- 5.1 The Warehouse operation hours are from 7:30am until 4:30pm Monday through Friday.
- 5.2 Only the Assistant Director of Purchasing, Administrative Coordinator and the Warehouse Coordinator are given keys and security alarm accessibility.
- 5.3 Items are received from trucks and carton counts and identification of the product is obtained prior to accepting receipt.
- 5.4 Once received, the cartons are opened and the product is compared to the packing slip, invoice, or bill of lading. The quantity of items is verified and the condition of the product is inspected for any visual defects.
 - 5.4.1 If defects are found, they should be documented immediately using a bill of lading and Non Conformance Log. All discrepancies should be noted while the delivery driver is still at the warehouse. The delivery driver should initial any discrepancies before leaving the warehouse dock.
- 5.5 All materials received into the warehouse should be stored in its proper place so that aisles are kept clear to avoid accidents, and to prevent damage.
 - 5.5.1 If the item is to be shipped to another location or school, the location name and purchase order number is written on the outside of the package and it is placed in the proper staging area. In addition, it is helpful to indicate the number of packages by recording "1 of 2" as an example. Note: If the purchase order contains only one box, the number is not placed on the box.
- 5.6 Once the product has been received in the warehouse, the paper work should be given to the appropriate receiving clerk to enter into the GEMS purchasing system.

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- 5.7 All receiving of stock and non-stock product should be performed by the Supply Inventory Clerk, the Warehouse Coordinator or other cross trained personnel delegated to do so by the Assistant Director of Purchasing.
- 5.8 When receiving, always follow procedures for receiving Purchase Orders using the GEMS system.
- 5.9 When receiving non-stock items, a PORECEIVED report should be run per PUR-W001, Purchase Order Receipt Process.
- 5.10 The PORECEIVED report is to be placed in the appropriate delivery basket according to the school or department's delivery day.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PUR-W001; Purchase Order Receipt Process

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
PORECEIVED Report	Hardcopy in Supply Services, by location and then PO number	Minimum of 1 year	Maintained in a secure location	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
21-Mar-03	B	Change in Sections 5.7, 5.8 and deleted 5.11.
18-Sep-03	C	Corrected Director's title in Sections 3.1, 5.2 and 5.8. Made changes in Sections 5.4, and 5.4.1.
30-Oct-06	D	Name change in section 2.1, title change in section 5.2 and deletion in section 5.8. Deleted original section 5.7. Added Inventory to the title Supply Clerk in sections 2.1 and 5.8. Spelled out PO to purchase order in sections 5.5.1 and 5.9.
17-May-09	E	Deleted Director Purchasing/ Supply Services in sections 3.1, 5.2 and 5.7 and added Assistant Director of Purchasing.

***** End of Procedure *****