

BEREA COLLEGE Receiving Procedure	Document No.	FIN017.E
	Effective Date	05/2007
	Revision Date	1/2009
	Pages	1-5
	Approval:	On File in Purchasing

1.0 Purpose

This procedure describes steps to validate receipt of goods or services ordered on a Purchase Order.

2.0 Definitions

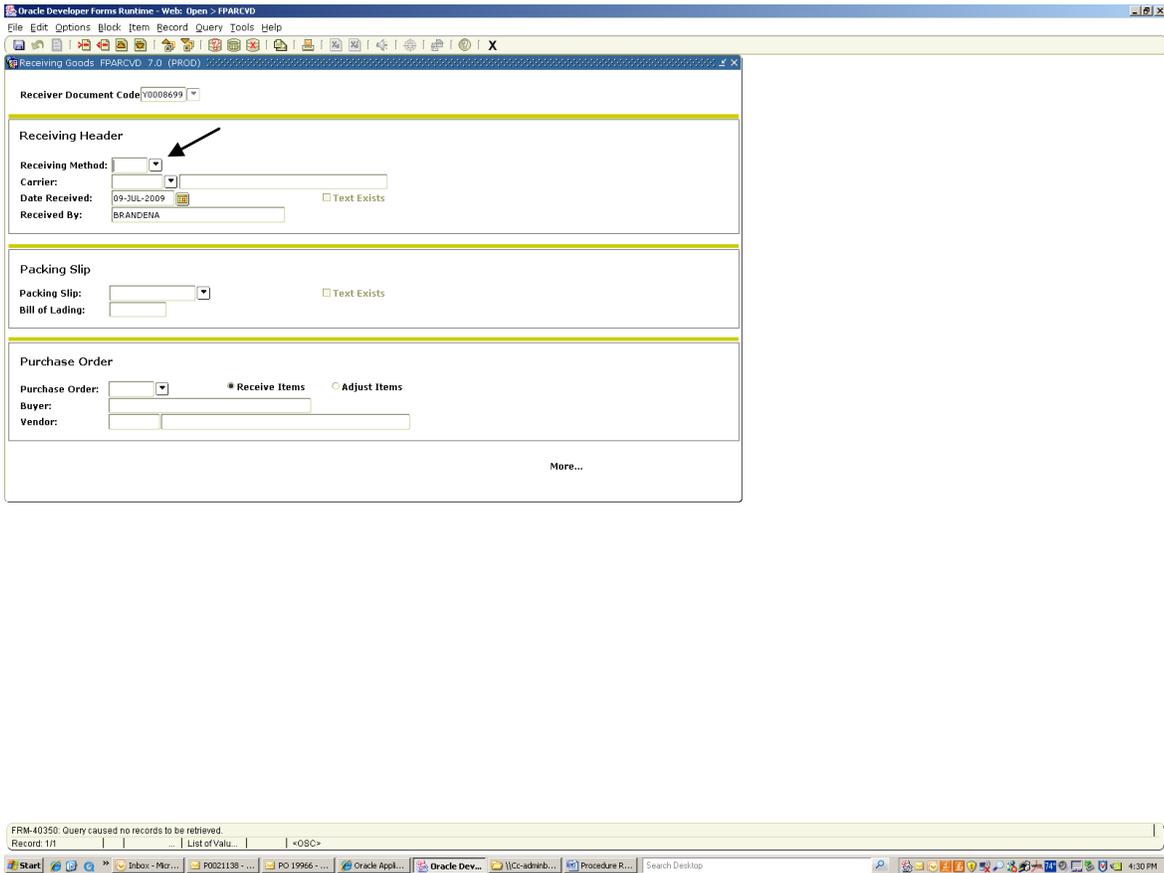
Packing List: A carrier document attached to a package listing the contents of the package.

Carrier: A transportation provider that moves goods and or passengers.

Bill of Lading: A carrier’s contract and receipt for goods it agrees to transport from one place to another and to deliver to a designated recipient (consignee).

3.0 Procedure

- 3.1 Verify that goods or services were actually received in satisfactory condition by either visual inspection or acknowledgement of services rendered.
- 3.2 Open screen FPARCVD (see screen shot below) and type NEXT in the receiver code box.



3.3 Enter Receiving Method by clicking on the arrow and selecting from the drop-down list. Enter date **received** (*not date of invoice*). Press Cntl PgDn.

Enter packing slip number and if known, Bill of Lading number. Press Cntl PgDn.

Enter Purchase Order number, press Enter.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods FPARCVD 7.0 (BAN7)

Receiver Document Code: Y0006784

Receiving Header

Carrier: AVRT | Averitt Express

Date Received: 29-MAY-2009 Text Exists

Received By: ABNEYG

Packing Slip

Packing Slip: 05292009 Text Exists

Bill of Lading:

Purchase Order

Purchase Order: 20020598 Receive Items Adjust Items

Buyer: Aurelia Brandenburg

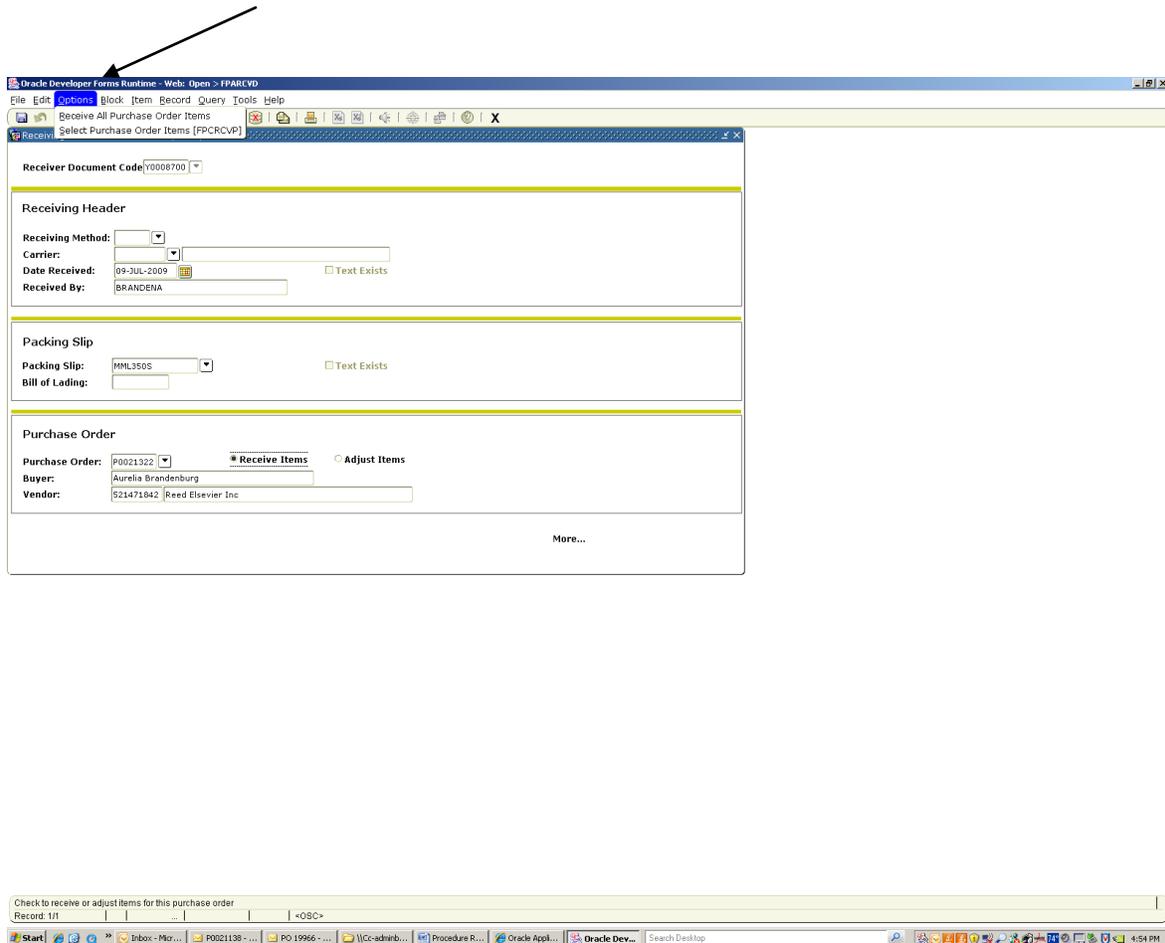
Vendor: 760096750 | Sunrise Greetings

More...

FRM-40200: Field is protected against update.
 Record: 1/? | ... | <OSC>

3.4 After inputting PO number, press enter and the vendor name will automatically populate the Vendor field.

3.5 Go to “Options” drop down menu and select either “Receive All” if all the items on the purchase order are being received for the first time all at once. If only a partial amount of the purchase order is received, click “Select Purchase Order Items” to access the Receiving Goods PO Item Selection Form (FPCRCVP). Press Next Block.



3.7 When you return to the “Receiving Goods” screen hit Cntl page down and you will see the “Commodity” page. Be sure the quantity under the “Current” box is filled in with the quantity to be received. Arrow down for each line item.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Commodity FPARCVD 7.0 (PROD)

Receiver Document Code: 10008646 Packing Slip: AA
 Purchase Order: P0020845 Vendor: Rees Printing Company

Item: Commodity Record Count:

Commodity Code	Description	U/M	FOB Code	Final Received
<input type="text"/>	Appalachian Center-Appalachian Heritage	<input type="text" value="JOB"/>	<input type="text"/>	<input type="checkbox"/>

Quantity

	To Date	Current
Received:	<input type="text" value="1"/>	<input type="text"/>
Rejected:	<input type="text" value="0"/>	<input type="text"/>
Returned:	<input type="text" value="0"/>	<input type="text"/>
Accepted:	<input type="text" value="1"/>	<input type="text"/>
Ordered:	<input type="text" value="3856.86"/>	<input type="text"/>

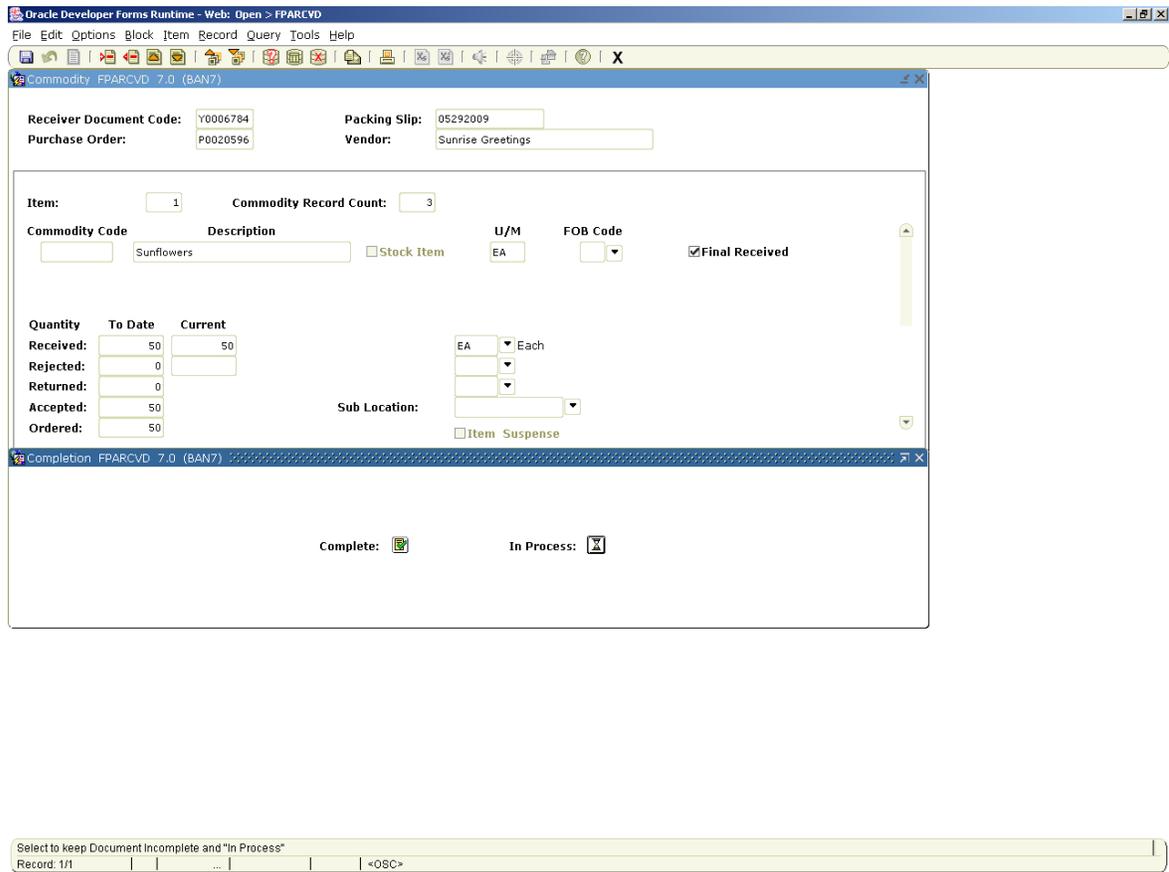
U/M:
 U/M:
 Primary Location:
 Sub Location:

Item Suspense
 Tolerance Suspense
 Tolerance Override

Scroll through the items until you find the commodity you are receiving.
 Record: 1??

Start Oracle Application Se... Oracle Developer ... Inbox - Microsoft Ou... \\CC-admin\backu... Procedure Receiving... Search Desktop 3:27 PM

3.8 When you have entered all the quantities, Control page down, (or Next Block) and press Complete.



3.9 Keep all paper receiving documents (packing list, proof of delivery, etc) with original order documentation.

4.0 Forms and Records

- 4.1 Packing List
- 4.2 Purchase Order
- 4.3 Invoice

5.0 Equipment/Software

- 5.1 Banner

6.0 Related Documents

- 6.1 Purchasing Policy