

Non-Stock Purchase Order Receiving Process (INTERNAL ONLY)

1. Gather Purchase Orders (PO) from Warehouse
2. Using two stacks, separate POs into either "Order Completely Received" or "Partially Received".
 - a. **Order Complete:** In iTCCS (WWH6247), Enter Received Items.
 - Step 1. Enter PO number.
 - Step 2. Click green "Find" button.
 - Step 3. Enter receiving date (date items were received in the Warehouse).
 - Step 4. Enter quantity received.
 - Step 5. Click "Receive" button.
 - Step 6. Stamp PO with "Received Date" stamp and Initial.
 - Step 7. Delete PO number from "Outstanding PO List", Excel Spreadsheet located in the Purchasing Shared Drive at: <\\Administration\purchasing\Purchasing\Shared Department Filing\Metrics\Lalos>.
 - Step 8. File completed PO in the Central File Room.
 - b. **Order Partially Received:** In iTCCS (WWH6247), Enter Received Items.
 - Step 1. Enter PO number.
 - Step 2. Click green "Find" button.
 - Step 3. Enter receiving date (date items were received in the Warehouse).
 - Step 4. Enter quantity received.
 - Step 5. Click "Receive" button.
 - Step 6. Stamp PO with "Partial Received" stamp and Initial.
 - Step 7. On the PO, Highlight received items.
 - Step 8. On the "Outstanding PO List" Excel Spreadsheet, Blue Highlight the PO number. Spreadsheet located in the Purchasing Shared Drive at: <\\Administration\purchasing\Purchasing\Shared Department Filing\Metrics\Lalos>.
 - Step 9. File PO in the Warehouse Pending Order File.

The Receiving Report serves as a receipt of materials by the requesting Campus/Department. The delivery driver is required to obtain a signature from the Campus/Department requesting the material. It is important to verify the correct number of packages delivered.

One copy of the Purchase/Shipping Order is left with the individual accepting the delivery. The Receiving copy is returned to Central Receiving and entered into iTCCS as applicable.