
PURCHASE ORDER RECEIPT PROCESS (PUR-W001)

DCSS – Purchasing Services

1.0 SCOPE:

- 1.1 This outlines the process to follow when items from a purchase order are received into the GEMS purchasing system.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Purchasing

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 GEMS – Government e-Management Solutions

5.0 PROCEDURE:

- 5.1 All supply services employees that are assigned to receive items purchased through the GEMS system should follow this procedure in addition to any specific Departmental requirements when receipts are performed.
- 5.2 The employee should use the purchasing screen on the GEMS purchasing system. The receiving clerk will then take the following steps.
 - 5.2.1 Under the transactions section, click on the PURCHASE ORDER box. This will carry you to the PURCHASE ORDER HEADER screen which will display the location that placed the order.
 - 5.2.2 Then go to the draw-down box located at the top right corner of the screen and click on RECEIVING.
 - 5.2.3 In the RECEIVING screen, enter PO#, then transmit.
 - 5.2.4 Posting choices are: entire screen, entire PO., or individual line item.
 - 5.2.5 When using individual line item, check the line post box, then go to the quantity received and enter the quantity received.
 - 5.2.6 To finalize each screens receipts, enter your 3 digit authorization code, then transmit. This will carry you to the next screen of information to repeat the process until the PO is completed.
- 5.3 Once receipts are completed, use the following procedures in order to check the information that you have entered.
 - 5.3.1 Run PORECEIVED report.
 - 5.3.2 For stock items, attach PORECEIVED report to the PO and file by vendor.
 - 5.3.3 For nonstock items, attach PORECEIVED report to the packing list and file by delivery location.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Packing list or Bill of Lading
- 6.2 Invoice
- 6.3 Copy of Purchase Order

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Purchase Order files	Hard Copy in Purchasing	Minimum 5 Years	GEMS system	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
21-Mar-03	B	Change in Section 2.1
18-Sep-03	C	Corrected Director's title in Section 2.1 and 3.1. Changed wording in 5.3.2. Added Section 5.3.3.
17-May-09	D	Deleted Supply Services/Purchasing Director in sections 2.1 and 3.1 and added Assistant Director of Purchasing.

***** End of Work Instruction *****