
TEXTBOOK RECEIVING PROCESS (SUP-P104)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This procedure outlines the process for receiving textbooks into the Supply Services Central Warehouse.

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2.0 RESPONSIBILITY:

- 2.1 Supply Services Administrative Coordinator
- 2.2 Inventory Clerk
- 2.3 Textbook Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 GEMS – Government E-Management Solutions
- 4.2 Non Conformance Log – Form for posting non conformances
- 4.3 PORECEIVED Report – The report that is generated once items are received in the GEMS Financial System.
- 4.4 SUP-P200 – ISO warehouse receiving process

5.0 PROCEDURE:

- 5.1 Textbooks are delivered to the DCSS Supply Services Warehouse. Items received are checked by a receiving clerk and quantity is compared to the trucking company bill of lading. The Textbook Clerk should be notified once textbooks are received by the receiving clerk.
- 5.2 Once the textbooks are received in the central warehouse, quantities and descriptions are compared to the vendor packing list. The quantity of items is verified and the condition of the product is inspected for any visual defects.
 - 5.2.1 If defects are found, they should be documented immediately using the bill of lading and Non Conformance Log. If discrepancies exist, the vendor must be called and the discrepancy should be reported.
- 5.3 All Textbooks received into the warehouse should be stored in its proper place so that aisles are kept clear to avoid accidents, and to prevent damage.
 - 5.3.1 The Textbook Clerk should arrange for delivery to the Depository all items that are assigned to the Central Textbook Depository.
 - 5.3.2 All textbooks assigned to a school or other locations, should be marked according to SUP-P200, section 5.5.1 and delivered.
- 5.4 Once the textbooks have been received in the warehouse, The Supply Inventory Clerk must receive all items in the GEMS system using the packing list. All GEMS receiving should be performed according to the Warehouse Receiving Process SUP-P200.

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5.5 When the GEMS receiving process has been completed, the receiving clerk will make a copy of the packing list and the PORECEIVED Report and give this information to the Textbook Clerk.

5.5.1 The Textbook Clerk will take the copy of the PORECEIVED Report and the packing list and reconcile the receipts with the hard copy of the Purchase Order.

5.5.2 Once the reconciling is completed, the paper work is filed in a filing cabinet in the Textbook Department according to School or location.

6.0 ASSOCIATED DOCUMENTS:

6.1 PUR-W001; Purchase Order Receipt Process

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
PORECEIVED Report, Packing List	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:
03-Dec-08	A	Initial Release
18-May-09	B	Deleted Director of Purchasing/Supply Services in section 3.1 and added Assistant Director of Purchasing.

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