Receipt, Inspection, and Acceptance of Purchased Goods

OVERVIEW

Most equipment and supplies purchased from outside vendors are received by the campus central receiving unit. The central receiving unit also logs received shipments into the online Purchasing/Accounts Payable/Receiving Application (PAPR).

See Direct Receipt by Department for procedures for notifying the applicable central receiving unit if the shipping company delivers items directly to the department that placed the order.

Receiving Orders

WSU Pullman

At the WSU Pullman campus, Central Receiving and Delivery usually delivers the merchandise to the requisitioning department.

WSU Spokane

At WSU Spokane (WSUS), the Mail Services, Shipping and Receiving department receives shipments from outside vendors. Mail Services, Shipping and Receiving delivers the merchandise to the requisitioning department.

WSUS departments are to follow the procedures under Direct Receipt by Department to log received shipments into PAPR or notify WSU Pullman Central Receiving and Delivery of received shipments.

Mail Services, Shipping and Receiving is located in the South Campus Facility, 412 E. Spokane Falls Blvd., Spokane, WA 99202.

WSU Tri-Cities

At WSU Tri-Cities (WSUTC), the Shipping and Receiving department receives shipments from outside vendors. In addition to inspecting and logging received shipments into PAPR, the WSUTC Shipping and Receiving department maintains a database which includes received shipment information, e.g., date received, tracking number, receiving person, and/or department.

WSUTC Shipping and Receiving notifies departments by e-mail when packages arrive and are available for pickup.

WSU Vancouver

At WSU Vancouver, the Mailroom department receives shipments from outside vendors, completes receiving reports, and logs received shipments into PAPR.

The Mailroom department usually delivers the merchandise to the requisitioning department.

Other Non-Pullman Locations

Shipping companies deliver merchandise directly to other non-Pullman units. As such, unit personnel are responsible for checking-in merchandise.

Notifying Central Receiving And Delivery

Non-Pullman units are to follow the procedures under Direct Receipt by Department for notifying WSU Pullman Central Receiving and Delivery of received shipments.
Central Receiving and Delivery is available upon request to assist non-Pullman units with problem shipments.

Accounts Payable is authorized to pay an invoice when goods are received and recorded in PAPR. In addition, the department must reconcile the goods purchased by purchasing card in the purchasing card company's online statement system (BPPM 70.08).

Authorized department or campus central receiving unit personnel must input receipt of goods information in order to ensure that invoices are paid.

Accounts Payable matches the information in PAPR with the vendor's invoice.

Accounts Payable attempts to take advantage of all incentives offered by vendors for prompt payment.

If only part of an order is received, Accounts Payable pays for items actually received only.

The campus central receiving unit checks incoming shipments for the number of packages indicated on the freight bill.

If it is obvious to campus central receiving unit that a shipment is damaged, central receiving personnel notify the carrier and make the appropriate claims. Immediate action is necessary to comply with the time limits set by carriers for filing damage claims. The campus receiving department must be notified of damage within 10 days of receipt of purchased goods in order for damage claims to be processed in a timely fashion.

If the damage is not discovered until after delivery to the requisitioning department, the department must notify the campus central receiving unit within 10 days of receiving the merchandise. The department is to preserve all portions of the container and wrappings, which are inspected by the delivery carrier before the claim is filed.

Upon receipt through the campus central receiving unit, the requisitioning department is to immediately check all merchandise. The department verifies that the merchandise meets the specifications of the order and has not been damaged in shipment. If the merchandise is acceptable, a departmental representative reports the receipt of merchandise. Verifying the receipt of the merchandise indicates to the central receiving unit that the shipment was received in good condition.
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Department Order / Department Requisition Purchases

Access to PAPR

For items purchased with Department Orders or Department Requisitions, department personnel who have received PAPR access authorization record the receipt of order information in PAPR. See BPPM 85.33 regarding access authorization and training.

Without Access to PAPR

Department personnel who have not received PAPR access authorization notify the campus central receiving unit.

WSU Pullman Central Receiving

Department personnel without PAPR access authorization at WSU Pullman, WSU Spokane, WSU Vancouver, or other WSU locations that do not have a central receiving unit may notify Central Receiving and Delivery of receipt of items purchased on a Department Order by one of the following methods:

- E-mail rdands@wsu.edu
- Telephone 509-335-5575
- Submit the information through the Central Receiving and Delivery Completion of Purchase Orders website at: supplymgmt.wsu.edu/cr/po_completion.aspx

WSU Tri-Cities

WSU Tri-Cities department personnel who have not received PAPR access notify WSUTC Shipping and Receiving of receipt of items purchased on a Department Requisition by e-mailing: copyctr@tricity.wsu.edu

Purchasing Card Purchases

The cardholder is responsible for inspecting the shipment. See BPPM 70.08 for information regarding disputes/discrepancies. See BPPM 70.08 and below for information regarding damaged shipments and returning merchandise.

Problem Shipments

Incomplete

If the packing list indicates a partial shipment, indicate the items received in PAPR or notify the campus central receiving unit to indicate what was received. PAPR automatically creates a back order. The vendor is paid for items actually received.

If the packing list indicates a missing item was shipped, the department is to indicate in PAPR or to the campus central receiving unit what was actually received and what item the vendor indicates as shipped.

The department corresponds with the vendor to correct the discrepancy.
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**Damage**

Do not throw anything away. Save the outer box with the shipping label (especially UPS tags) and the inner packing material, then complete the following steps:

1. On the packing list, star the damaged item(s), indicate the damage, and the action being taken.

2. Contact the vendor to report the damage and request a Return of Merchandise Authorization (RMA) number.

3. Complete a Request for Shipment of Merchandise form (*BPPM 80.15*). Enter the RMA number on the form where indicated.

4. Put the original or a copy of the packing list with the Request for Shipment of Merchandise and the damaged items. Contact the campus central receiving unit for pickup.

The campus central receiving unit calls the delivery carrier and ships the damaged order back to the vendor.

**Wrong or Defective Merchandise**

Indicate in PAPR or to the campus central receiving unit which items were received and whether any items are defective or wrong. Indicate whether replacement or cancellation of the order is desired, then complete the following steps:

1. Prepare any wrong items for shipping and fill out a Request for Shipment of Merchandise form (*BPPM 80.15*).

2. Put the mail-ready merchandise, a copy of the packing list, and the Request for Shipment of Merchandise form together and contact the campus central receiving unit for pickup.

3. Correspond with the vendor regarding replacement.

**Overage**

An overage is the shipment of more items than requested by the department.

If the packing list indicates an overage, indicate in PAPR or to the campus central receiving unit whether or not the overage is to be retained, then complete the following steps:

1. If the overage is not to be retained, prepare the excess items for shipment and complete a Request for Shipment of Merchandise form (*BPPM 80.15*).

2. Put a copy of the packing list, the Request for Shipment of Merchandise form, and the mail-ready overage together.
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Overage (cont.)

3. Contact the campus central receiving unit for pickup.

The department corresponds with the vendor regarding return of the material.

If the packing list does not indicate the overage, indicate in PAPR or to the campus central receiving unit whether or not the overage is to be retained. If the overage is not to be retained, prepare the shipment as described under Damaged or Unsatisfactory Shipments.

If the overage is to be retained, indicate this in PAPR or to the central receiving unit.

The department contacts the vendor to request invoicing.

Assistance

The campus central receiving unit assists departments with problems upon request.

DIRECT RECEIPT BY DEPARTMENT

Sometimes a shipping company delivers items directly to a department or department personnel pick up items from a vendor.

The department must promptly report receiving any orders sent directly to or picked up by the department. The department promptly indicates receipt of the items in PAPR or notifies the campus central receiving unit by telephone or email.

Departments at WSU Pullman, WSU Spokane, WSU Vancouver, or other WSU locations that do not have a central receiving unit notify Central Receiving and Delivery by one of the following methods:

- E-mail rdands@wsu.edu
- Telephone 509-335-5575
- Submitting the information through the Central Receiving Completion of Purchase Orders website at:
  supplymgmt.wsu.edu/cr/po_completion.aspx

WSU Tri-Cities departments notify the Shipping and Receiving department by e-mail to:

  copyctr@tricity.wsu.edu

Department personnel or the campus central receiving unit record the information regarding receipt of merchandise in the online PAPR application.
# Receipt, Inspection, and Acceptance of Purchased Goods

<table>
<thead>
<tr>
<th><em>Departmental Requisition Purchases</em></th>
<th>If the merchandise is originally purchased through Purchasing with a regular Departmental Requisition (see <em>BPPM 70.10</em>), follow the procedures below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPR Authorization</td>
<td>Department personnel who have received PAPR access authorization record the receipt of items purchased on a Departmental Requisition in PAPR.</td>
</tr>
<tr>
<td>No PAPR Authorization</td>
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|                                     | copyctr@tricity.wsu.edu  
| Invoice                             | Enter the Purchase Order number onto the vendor's invoice. A departmental representative signs the invoice indicating receipt of the merchandise. The department routes the invoice directly to Accounts Payable. |
| Blanket Order Purchases             | If the merchandise is originally purchased from an off-campus vendor using a blanket requisition (see *BPPM 70.19*), enter the blanket requisition number and the appropriate WSU account coding on the vendor’s invoice. |
|                                     | An individual with expenditure authority for the indicated account signs the invoice and routes it directly to Accounts Payable.                                                                                     |
| Purchasing Card Purchases           | Follow receiving procedures in *BPPM 70.08* when using a department purchasing card to purchase from a non-University vendor.                                                                                |
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**Department Order Purchases**  Follow receiving procedures in *BPPM 70.07* when using a Department Order to purchase from a non-University vendor.

**Confirming Requisition Purchases**  Complete a confirming requisition to receive and pay for items not originally purchased using other standard purchasing procedures (*BPPM 70.20*).