

RECEIVING MERCHANDISE – REPORTS

POLICY No.: **IM-020**

SUPERSEDES No.:

EFFECTIVE DATE: **FEBRUARY 9, 2004**

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I. PURPOSE

To establish a uniform method of receiving and accounting for all materials purchased and delivered to the Town.

II. SCOPE

This procedure shall apply to all materials received.

III. WHEN PREPARED

The Town of Collierville Receiving Report is completed immediately upon receipt of materials, supplies, or services.

IV. WHO PREPARES

The person receiving the merchandise.

V. RECEIVING MERCHANDISE

When merchandise is received from a carrier the Town personnel receiving the merchandise shall:

1. Examine the outside of the package for damage, if there is no obvious damage, sign for the shipment and mark all copies of the Freight Bill “Received subject to inspection for concealed damage and count.”
2. Examine the outside of the package for damage, state when damage is found. The following procedures will be observed in reporting receipt of damaged merchandise or possibly damaged merchandise:
 - A. Note obvious damage or damage to shipping container(s) on the carrier's Freight Bill before signing for materials.
 - B. Sign for and accept shipment of damaged merchandise and have driver sign acknowledging damage.
 - C. Open damaged container(s) and inspect merchandise for concealed damage as soon as possible, preferably while delivering carrier is still present.
 - D. When the purchase order reads F.O.B. Destination or Collierville, it means the vendor is responsible for any damage and should be notified immediately (within 24 hours). Also, notify the carrier as described below. The vendor is responsible for replacement and must not be paid until this is accomplished or the order canceled.
 - E. When the purchase order reads F.O.B. Shipping Point, it means the vendor is not responsible because when the carrier picked up the merchandise at the vendor's business, the goods were in acceptable condition and signed for by the carrier. In this

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case, it is the Town's obligation to pay the vendor, order replacements and file claim with the carrier for reimbursement. The steps to follow are:

- a. Notify the carrier (or vendor) of receipt of damaged merchandise and initiate the filing of a claim.
- b. Notify the carrier of the location of damaged merchandise.

NOTE: Under the provisions of the Interstate Commerce Commission Regulations, failure to notify promptly the carrier or vendor, as applicable, of damage will be adequate cause to relieve the carrier or the vendor of responsibility. The loss would then be the Town's.

3. Locate packing list and freight bills of parcel.
4. Count and verify items against packing list.
5. Complete the Receiving Report, or clearly mark the packing list with the following information: (The Entry Letters refer to the identified section of the sample form following this section.)
 - A. Date received
 - B. Division materials delivered to:
 - C. Purchase order number
 - D. Time of Day merchandise received
 - E. Employee receiving merchandise signature – DO NOT USE INITIALS
Note: Initials may be used in lieu of a signature on the receiving report **only** when the actual vendor's paper register receipt contains the printed name of the Town employee receiving the merchandise.
 - F. Quantity shown on Freight Bills
 - G. Quantity received
 - H. Type of carrier merchandise delivered by:

For purposes of identifying each specific item within the receiving report as described above, a sample receiving report has been marked and placed at the end of this particular section.

A typed or computer printed name of the recipient is not an acceptable form of identifying the person receiving the merchandise. A hand-written signature of the exact Town employee receiving the merchandise is the **only** acceptable form.

6. Attach the Receiving Report or marked packing list to the back of the corresponding yellow copy of the Purchase Order and forward to the Accounts Payable Division for payment.

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VI. GENERAL

A sample receiving report is located within this manual in Division 8, Sample Forms, Item # F0010.