**Process Begins when**
the end user receives actual goods or services.

**Process complete when**
a receipt is filed, then used to complete invoice payment by AP.

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**Guides**
- iProcurement Users Guide
- MCPS Procurement Policy

**Inputs**
- Inspected goods or services
- Supplier packing slip
- MCPS Purchase order number

**Outputs**
- Completed iProcurement receipt that accurately reflects the items or services received.

**Enablers**
- People, equipment, facilities, systems
- FMS
  - Procurement
  - All End User locations

**What helps us know why, when, and how we do what we do? Provides direction**
- iProcurement Users Guide
- MCPS Procurement Policy

**Where do we do it, and who/what helps us to do the process?**
- FMS
- Procurement
- All End User locations

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067_DMM_Procurement_Receiving_Goods_Process_Package
Receiving Goods

Step 1. End User Receives (actual) Goods or Services

Step 2. Goods are inspected

Step 3. Contents match the PO & packing slip

Step 3.a End User/Receiver notifies Supplier

Step 3.b Supplier addresses problem?

Step 3.c End User notifies Procurement

Step 3.d Procurement contacts Supplier to address problem

Step 3.e Return items using defined “Returning Goods” Process

Step 3.f Alternate source is identified. End User places new order

Step 4. Incoming quality check

Goods are accepted

YES

Step 5. Go into FMS & click on the “Receiving” tab

Step 6. Search for Order by PO Number

Step 7. End user confirms receipt of goods/services with data entered in FMS

YES

Supplier resolves issue?

NO

NO

End

NO

To Details

Return to IGOE
RECEIVING GOODS PROCESS

Introduction

This process is to be used when an end user school/office needs to have accounting pay a supplier for goods or services received.

Process Description

Step 1. End User receives (actual) Goods or Services

Step 2. Goods are inspected

Step 3. Contents match the purchase order and packing slip? If No, complete the following actions

a. End User/Receiver Notifies Supplier of Problem(s)/Discrepancy
b. Supplier addresses problems(s)/discrepancy
c. End User notifies Procurement Office
d. Procurement contacts Supplier to address problem(s)/discrepancy
e. Return item(s) using defined “Returning Goods” Process
f. Alternate Source is identified and End User places new order

Step 4.1. Goods are accepted? If No, follow Step 3. sub-points.

Step 5. Go into FMS and click on the “Receiving” Tab

Step 6. Search for order by Purchase Order Number

Step 7. End User completes receipt of goods/services in FMS