

Procedure Title	Purchasing - Receiving and Expediting Goods and Services		
Date of Issue	November 25, 1998	Related Policy	BP 3501-D
Revision Dates	February 18, 2010, June 12, 2013	Related Forms	
Review Date		Originator	Administrative Council
References			

Procedure:

1.0 PROCEDURE

1.1 Expediting of Purchase Order

- a) Expediting is the responsibility of the originator of the requisition or designate. Expediting means the routine follow-up of purchase orders (PO) by communication with the supplier for the purpose of getting delivery without undue delay, and includes correspondence and action necessary in connection with short shipments, substituted items and back-ordered items. If goods ordered have not been received within a reasonable period of time, the requisitioner will contact the supplier, preferably by e-mail, and will continue to exert pressure on the supplier until delivery is made. This office needs to know which suppliers are creating problems, and there may be changes in invoice figures as a result of decisions involving adjustments. The e-mail must be copied to the Supervisor of Purchasing.
- b) The purchasing department will monitor open PO's on a monthly basis and advise the requisitioner when an order looks like it should be expedited or closed.

1.2 Receiving Instructions and Claims for Damage and Shortage

If a package appears to be physically damaged in transit make a note on the waybill before signing for the packages, and contact the vendor immediately.

The procedure to be used is as follows:

- a) Check for the purchase order number to ensure the delivery is for the appropriate school/department;
- b) Unpack as soon as possible; hidden damage cannot be claimed after 7-15 days;
- c) Examine cartons for visible damage - note damage on delivery bill before signing.
- d) Count parcels and note shortages on delivery bill before signing;
- e) Communicate with carrier and vendor, and file claim as soon as possible;
- f) Do not withhold approval for payment of invoice because of damage or shortage attributable to the carrier, e.g. a missing carton. (Shortages within a sealed carton are, of course, the responsibility of the supplier.)

1.3 Receipt of Goods

Immediately on receipt of shipment, the designated school/department personnel must check the shipment to ensure the following:

- a) correct quantity as specified on the packing slip;

- b) the quality is as ordered;
- c) the goods are in satisfactory condition;
- d) the goods delivered are the same as described on the purchase order.

After the goods have been checked and determined satisfactory, receive in the BAS2000 system.

1.4 Returning Goods

It is not practical to return the goods to the Bluewater DSB Education Centre. If goods are to be returned, contact vendor for a Return Authorization number (only if vendor has specified this is a requirement). The goods are to be packaged adequately and labelled properly (ensure correct postal code is used and a street address. Couriers cannot deliver to a post office box number). If goods which have been confirmed as received are returned, the Shared Purchasing Services and Accounts Payable Department must be notified.

1.5 Cancelled Purchase Orders

If a school/department cancels an item on a purchase order, or requires a purchase order to be cancelled, the Shared Purchasing Services must be advised immediately.