

UAMS INTERNAL PROCEDURES

NUMBER: 105.2.05
CONTACT: Receiving Mgr.
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SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO FOLLOW WHEN RECEIVING GOODS INTO THE DC WAREHOUSE

PURPOSE

The purpose of this procedure is to insure that the goods are received into the DC warehouse in an accurate manner. Following this procedure ensures DS has received the correct goods before the start of the receiving process in SAP. This procedure is followed on all receipt of goods that are brought to the receiving dock. Access and authority to the Arrival System and SAP is required in order to perform this task.

PROCEDURE

First, verify the goods are being delivered to the correct location using the truck bill: A simple check is made of the truck bill to make sure that the driver has delivered to the correct receiving area according to the **deliver-to address on the truck bill**.

- Inspect received goods against truck bill making sure that the correct number of pieces is received. Make a visual check for possible damage making sure items stated “shipped” are what is being delivered and notate any discrepancies found on all copies of the truck bill **prior to signing for shipment**.
- Enter information in Arrival System
 1. sign-on to a palm using the login screen
 2. Choose the receiving icon from the list in the UAMS category
 3. select UAMSRCVNO for packages which have tracking barcodes
 4. press the collect button
 5. scan tracking barcode on package
 6. Press carrier tab and choose appropriate carrier from list and press select
 7. Press the employee name field then press the ABC or 123 tabs at bottom of palm screen to pull up keyboard for entering delivery location. After entering location press the save tab.
- The same steps are taken when a barcode label must be made for packages which don't have carrier barcodes with these differences
 - (1) at step (3) above you choose receiving w/la when using the palm and a portable printer (h)
 - Always mark the carrier barcode which was scanned into Arrival upon initial receipt with a highlighter so any other personnel that may need to scan the package throughout the process knows which one is to be used.
- Stage packages to be sent to various delivery locations. Items which have been received in SAP and Arrival are segregated into groups according to satellite distribution point or outside delivery route.