

UAMS INTERNAL PROCEDURES

NUMBER: 2.11
CONTACT: Receiving Mgr
DATE: July 1, 2004
REVIEW DATE: May 2011

SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO RESOLVE OUTSTANDING PO RECEIPTS

PURPOSE

This procedure is performed by the Receiving Manager to investigate and then resolve any receiving errors that may have contributed to open lines on aged PO's. This procedure is part of a group effort to research thoroughly and resolve aged PO's. Access and authority in SAP and Application Extender is required to perform this procedure. This procedure is to be performed weekly.

PROCEDURE

The Outstanding PO listing is forwarded to the Receiving Manager, when action on his/her part is necessary, for final reconciliation once the vendor has been contacted for POD (Proof of Delivery). The steps taken to verify the POD are:

- Check AE for packing slip to see if item shows delivered either partially or completely
- Inventory item in question and compare on hand amount to system quantity in SAP
- **IF** we have the amount in question on the shelf, then receive amount shown on POD using the MIGO transaction (See the How to receive goods in SAP procedure) and then adjust actual on hand through MI10 transaction following actual count.
- Contact vendor and dispute claim due to lack of POD if amount on shelf does not match what was supposed to be received and there is no paperwork in AEX.
- Return report to the Office Manager once resolved