

UAMS INTERNAL PROCEDURES

NUMBER: 2.12
CONTACT: Receiving Mgr
DATE: July 1, 2004
REVIEW DATE: May 2011

SECTION: SUPPLY CHAIN
AREA: DISTRIBUTION SERVICES
PROCEDURE: PROCEDURE TO RE-PACKAGE OFFICE SUPPLIES FOR DELIVERY TO CAMPUS

PURPOSE

To breakdown entire non-stock daily office supplies order and re-package for delivery to the individual end user. You must have access and authority in SAP and the Arrival system to perform this procedure. This procedure is performed every morning on UAMS regular workdays immediately upon receipt of the office supply order.

PROCEDURE

- All cartons received from the office supplies vendor are checked by carton number against daily delivery manifest and shortages are notated on manifest, if any are found.
- Packing slips are pulled from each carton and utilized to key receipts into SAP.
- Receiving documents are processed by individual delivery location in order to generate a separate **material document number** for each order.
- Items are separated by PO then packaged by delivery location
- Tracking labels are generated using the Arrival system. The tracking number being **STAP/ + the last 6 digits of the material document number** for the particular delivery location.
- Items are staged according to final destination
- Discrepancies are reported to Staples Customer Care rep by e-mail daily
- Any item or partial quantity of an item which was not actually received will be returned in SAP to reflect only what was received. This is processed in MIGO as a return delivery.