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Name:	Inventory & Distribution – Incoming Receipt of Goods
Policy Number:	4-6004
Origin:	Financial Services
Approved:	1 September 2007
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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Inventory & Distribution (I&D) are responsible to receive incoming goods for re-distribution to departments. This includes shipments via Canada Post, courier and common carrier. Depending on the size of the shipment, goods will either be off-loaded at I&D and re-distributed through department mail bins, delivered by I&D staff, or off-loaded at the building of final destination.

In instances where the size and weight of the shipment require special handling equipment, the department will be required to cover the additional cost. Where possible, I&D staff will assess the need for special equipment in advance of delivery and advise the department of the requirement and the estimated cost.

In all instances I&D staff will coordinate the off-loading of the goods and sign the carrier waybill verifying the number of packages and the external condition of the goods received. The signed waybills and all additional paperwork will be forwarded with the goods when re-distributed to the end user department. Once received, the end user department is responsible to:

1. Remove any paperwork from the shipping package and attach it to the packing slip.
2. Verify the content of the packages to the packing slip and the purchase order and record any discrepancies or damage.
3. Attach the packing slip and all supporting documentation (i.e., carrier waybill etc) to

the receiving copy of the PO and date and sign for receipt of goods.

4. Forward all documentation to Accounts Payable for further processing.

Departments are required to maintain all paperwork related to their shipment and to forward it to Accounts Payable with the Receiving Copy of the purchase order. This is particularly important in the case of imported goods.