

RECEIVING

Receiving

- Receiving is the responsibility of the USC departments.
- If the PO is identified as "Receiving Required" it is the responsibility of the department to receive upon acceptance of the goods or services.
- Receiving requirement is based on Category Codes. For a list of category codes, please contact purchasing.
- If the PO is Quantity based, the appropriate quantity should be entered as the Receipt Quantity.
- If the PO is Amount-based, the appropriate dollar amount should be entered as the Receipt Amount.
- Receiving of the invoice is not required to enter the receipt. The receipt can be entered before the invoice arrives if the goods or services have been obtained.
- If supplier invoice is received and item or service not received, an email message will be forwarded to requestor indicating receiving required. Message will be sent until the receipt of goods or service occurs to allow payment to supplier.