STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 21-02

SOP Title: Receiving in CataMart

Effective Date: 3/1/22

Revised Date: 11/1/23

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure is to provide guidance for the receiving of material goods and labor.

1. INTRODUCTION

CataMart receiving is required for all Purchase Orders. Delay in entering the receiving information will not only delay payment but may compromise the item’s warranty and any chance of no-fault return of the item.

1. SCOPE

This SOP applies to receiving of materials and labor.

1. SPECIFIC PROCEDURE

Receiving of material goods must be done in CataMart before payment may be made.

CataMart receiving is required for all Purchase Orders and all deliveries should be opened and inspected upon receipt. Receiving of these items should be entered into CataMart as soon as possible. Delay in entering the receiving information will not only delay payment but may compromise the item’s warranty and any chance of no-fault return of the item.

If all items are received in proper quantity and in good condition, the order is considered complete, and receiving should be entered for all items. If partial shipment is received in good condition, receiving should be entered for only those items delivered, until all items are received, and the order is complete. If there appears to be physical damage to the shipment (packing cartons are damaged), the cartons are to be opened immediately. Any damage to the merchandise should be noted while the delivery person is still present if applicable. Note any damage, shortage, or errors in shipment, and contact vendor with this information along with any packing slip information to arrange replacement of damaged items.

CataMart return should be done for items scheduled for return. When replacement items have been received in good condition, the receiver should then go into CataMart and receive the items.

Per UNC System Quality Insurance Inspection Guidelines -Receipt of goods and services in CataMart will serve as acknowledgement that the inspection was performed and was satisfactory.