

Receiving Processes- Oracle

The **Receiving Division** is responsible for the handling custody of materials from the time it is received, until it has been delivered to its ultimate users in AUB, AUBMC, or AREC.

The Receiving process involves receiving Local and Foreign orders for all Stores (catalogued items) and Departments (non-catalogued items) in AUB and AUBMC.

Receiving Non-Catalogued Purchases

- The vendor arrives at the Receiving area and informs the Receiving Clerk about the PO number to which the delivery is being made.
- The Receiving Clerk prints a Traveler Receipt (New naming is P.O. Items to be received) Form which is supposed to reflect the P.O. without Qty and Price.
- The Receiving Clerk checks and inspects the received items, record the quantity received on the Traveler Receipt, signs the traveler Receipt and calls the Grounds and Transfer Services Department to deliver the items to the concerned departments.(prepares a log for orders that were handed to the transporters)
- The Receiving Clerk enters the received items to the Oracle module after receiving back the Traveler Receipt signed by the requesting department.

Receiving Catalogued Purchases

- The same process that mentioned above is done for receiving Inventory Items except that the Receiving of Catalogued Purchases is completely received on Oracle Inventory as 2 steps Receive & Deliver.
- The Receiving Clerk makes the first step (Receive) on Oracle **before** delivering the items to stores while the Dispatcher at the Stores makes the second step(Deliver or Receiving Transaction) on Oracle after receiving the documents(Traveler Receipt) signed by the Storekeeper .

Receiving Foreign Catalogued & Non Catalogued Purchases

Only Foreign orders are received and delivered as is without unpacking the received shipment. The Receiving Clerk in our Customs & Clearance section checks the packed item received against purchase order and shipping documents (packing list and summary invoice) of the shipment.

The Receiving Clerk enters the received items to the Oracle module after receiving back the Traveler Receipt or the Purchase Order signed by the requesting department.

Return to vendor

The return to vendor is used only if the item is physically returned to vendor.

On system Returns are done in **two steps** only for Inventory Items. The first step is to return goods from Store to Receiving and the second step is to return goods from Receiving location to the vendor.

Correction

The Receiving Clerk and/or dispatcher will use the Correction Function in Oracle to correct wrongly received/delivered items due to Typing error or PO correction. This function is an alternative of using the Return to vendor process.