

Problem STATE PO Resolution Protocol

Typical problems are: "Purchase Order Not on File (NOF)", "PO Fully Received", and "Items Received Don't Match PO".

- Resolution Steps:** Also avail online at: www.downstate.edu/centralreceiving
- Call the applicable DMC State Purchasing Agent. If not known, call Kisha Morris.
State PO Number Format (Main Campus): 1st & 2nd digit identifies the responsible Purchase Agent.
LICH uses sequential numbering starting with 90...
3rd digit identifies the fiscal year (2= FY 11-12, 3=FY12-13)..

PO# starts w/	Agent: Kisha Morris (X-1336) is the Purchasing Coordinator for any unresolved CReceiving Problem .	Extension
01	Not assigned (Kisha Morris covers)	1336
02	Vacant	1120
03	Portia John	1123
04	Edmund Folkes	1378
05	Sandra Panton	3197
06	Mario Ugarte	1852
07	Dane Kennedy	8008
08	Beatrice York	1121
09	Jay Dyer	3899
10	Marie Constant	5884
11	Shirley Ingram	4113
12	Cathy Rhoden	1133
13	Not assigned (Kisha Morris covers)	1336
14	James Jarvi	1439
15	Contracts	1976, 2224, 5329, 1134
16	Brian McGraw (all FM&D PAgents)	1532
17	Brian McGraw (all FM&D PAgents)	1532
18	Joel Georgis	8006
9...	LICH Purchasing Group	718-780-2365 or 718-780-2338
	State Purchasing Data Entry	1133
207...	Lawson System-shows Agent name	

Other PO Prefixes (starts with):
C= DMC Contract C123456 Requires SURS entry.
CC##-###-### (# = User Dept req) Dept Credit Card. **No SURS entry.**
A= Affiliate (non-State). **No SURS.**
R= Research F. **No SURS.**

PO Suffixes (ends with): Normal SURS entry needed for:
T= TELP (123456T)
C=COPS (123456C)
S= Standing Orders (123456S). During SFS transition, suffix will be "F".

U= PurchAgent Credit Card.
#####U, where #=Dept req#.
Use WebReceive SHORT FORM.
Each FY this suffix will change to next letter in reverse alpha order. PO will be entered as single line item and Qty=9, ZERO COST so up to 9 shipments can be received by CReceiving (no line item verification required). This enables PurchAgents to reconcile their credit card accounts.

- If unresolved, SEND eMail (Lotus Notes=CentralReceiving) to KMorris, with a cc copy to: MLucido, RBentley, Purchasing & A/P Agent. ** PO #s ending in "U" send to: KMorris with cc to MLucido, RBentley, Purch Agent (not A/P since A/P is not involved with credit card payments).
A. **SUBJECT=** the **PO#, Vendor Name,** and **brief problem.**
B. In the MESSAGE BODY, simply scan & attach the Packing Slip with brief nature of the problem.
- If all else fails, contact Your Supervisor, or if that fails, contact RBentley at Ext 2186.
- For WebReceive System Problems – SUNY SystAdmin, Mark Mulligan 518-320-1420 or Amy Kahn (518) 320-1437.

Accounts Payable; Box 54; Fax 3375 (as of 3-30-12)		
Vendor Starts with...	Agent	Phone (718) 270-
A	Tanisha Ransom	1993
B	Beverly Obiakor	1992
C	Alrick Thomas	4626
D, F, I, T	Al Benjamin	1125
E,H,J,K	Linda Harris	1999
G,L,M	Victor Solomon	1991
MMS (main campus)	Mike Gibson	1127
MMS (LICH)	Tena Bailey	1126
N,O,P,Q,R,	Carmen Craig	4624
S	Kizzy Wilson-Paul	613-8439
Staples, Office Depot	Angie Reyes	6791
U,V,W,X,Y,Z	Janice Murphy	4623
Director	Ron Brown	1990