



May 31, 2005

Bulletin # 05-04

Re: Receiving Guidelines

**Central Receiving now has a webpage!** [www.downstate.edu/centralreceiving](http://www.downstate.edu/centralreceiving) This site can also be accessed from a link provided on the main DMC Finance website [www.downstate.edu/finance](http://www.downstate.edu/finance).

The following new reporting procedure for all State funded PO shipment discrepancies has been implemented:

- **State University Receiving System (SURS):** State funded shipments with a correct shipping label are electronically entered into SURS based on the packing slip detail. This process was implemented last year and enables the Accounts Payable Department to pay vendor invoices expeditiously. A bright green sticker is now being affixed to the shipment copy of the packing slip to alert the end user that an entry was made into SURS. The sticker will be used as a reminder to the end user for the next 6 months and states:

“Packing Slip detail has been entered for payment by A.P.  
Recipient has 48 hours to report any discrepancy to C Receiving.”

- **Discrepancies, Returns or Adjustments on State Funded Shipments:** The Customer must report any and all discrepancies between the packing slip and actual goods received within 48 hours of internal delivery. A Discrepancy Report/ Shipping Authorization Form is available on the Central Receiving webpage. Reports can be submitted by fax to X-1266 or via lotus notes e-mail to: Central Receiving. Discrepancies include: overshipments, quantity discrepancies, damaged goods, substitutions (unacceptable substitutions or involving a price change), or any other appropriate reason. Upon the end user’s notification, Central Receiving will triage and coordinate actions as required with user department, procurement, and A.P.

**Discrepancy Reporting Summary:**

<b>Funding Source</b>	<b>End User Action Required</b>
Damaged Goods (any source)	Notify Central Receiving with 48 hours of internal delivery
State	Notify Central Receiving with 48 hours of internal delivery
State Procurement Card	Resolve with Vendor; Obtain an needed credit card adjustment
All Non-State Affiliates	Resolve with Vendor and/or Affiliate’s Business Office

**Other Helpful Central Receiving Reminders to avoid potential returns to sender or delivery delays:**

**Shipping Label Requirements** (note the **required** fields):

SUNY Downstate Medical Center (*UHB, HSCB, or the affiliate's name are acceptable*)

Central Receiving M-F 8:30am-4pm (*this helps drivers!*)

PO#: \_\_\_\_\_ (**required**)

445 Lenox Rd (*Helps drivers -Receiving entrance is on Lenox Rd; 450 Clarkson Ave is also acceptable*)

Recipients Name, Building and Room# (**required**)

Brooklyn, NY 11203-2098

**Required Purchase Order Numbering Format:**

<b>Funding Source</b>	<b>PO # on Shipping Label Format</b>
State	Assigned by State Purchasing
State Procurement Card	CCXX-XXX-XXXX (X= department requisition number)
Research Foundation	Must begin with the letter <b>R</b> , which is assigned by ORA
All Other Affiliates (HSCB Foundation, FSA, UPB, Arthur Ashe Institute, Construction/Contractor Funded, etc.	Must begin with the letter <b>A</b> , followed by the Affiliate's normal numbering plan
No Charge Shipments	Must begin with <b>NC</b>

Questions: Please contact Victor Hayes at extension 3074 or Richard Bentley at extension 2186.