

1.0 PURPOSE:

This policy outlines the process of accepting all types of purchased goods delivered by Supplier to ensure all items receive in the warehouse are inspected and accepted before adding to the inventory. This also outlines the process of packaging and releasing to client agencies all types of goods in the inventory in the warehouse that were inspected and accepted.

2.0 SCOPE:

It covers the Common and Non-Common Supplies and Equipment purchased by the Procurement Service (PS) for agency use.

3.0 RESPONSIBILITIES:

Storekeeper / Assistant Storekeeper

Responsible for receiving the items into the Warehouse while the Inventory Management Section prepares the RFI and certificate of acceptance.

Responsible for packaging and releasing the items from the Warehouse with corresponding PS Delivery Receipt.

Warehouse Management Section Head

Responsible for ensuring that the items are duly received as to completeness, in good condition, recording of transactions and maintenance of files.

responsible for ensuring that the packaging and items released are in accordance with the PS Delivery Receipt as to completeness, in good condition, recording of transactions and maintenance of files.



4.0 GENERAL GUIDELINES:

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
<p>4.1. Receipt of Stocks (Main Warehouse)</p> <p>4.1.1 Once the item has been received in the warehouse, a request for inspection (RFI) must be prepared by the Warehousing Section for inspection of the received item/s in the warehouse.</p> <p>4.1.2 Items will then be inspected by the Inspection Division (ID).</p> <p>4.1.3 If the inspection result of the ID passed the specification requirements of an item, an Inspection, Certification and Acceptance Report (ICAR) will be issued and a rejection notice if did not meet the specs requirements.</p> <p>4.1.4 Quantities of stock items received will now be recorded into the inventory after the issuance of ICAR.</p> <p>4.1.5 Certificate of acceptance is also prepared once the items are approved and will sign by the Chief, WADD and will forward to the Inspection Division.</p>	<p>Inventory Management and Control Administrative Staff</p> <p>Inspection Division</p> <p>Storekeepers / Assistant Storkeepers</p> <p>Inventory Management and Control Administrative Staff</p> <p>Inventory Management and Control Administrative Staff</p>	<p>Immediately after receiving the supplier's DR</p> <p>Immediately upon receipt of ICAR or information that the items are accepted by Inspection Division</p> <p>Immediately upon receipt of ICAR or information that the items are accepted by Inspection Division</p>
<p>4.2. Direct Delivery by Supplier to Agency/Depot</p> <p>4.2.1 In case of the items are direct delivery to</p>		



<p>agency/depot, items/supplies are already pre-inspected by the Inspection Division in the warehouse of the supplier.</p> <p>4.2.2 Documents of the supplier will be forwarded by the inspector in charge to the IMC Section for the preparation of the request of inspection.</p> <p>4.2.3 If the inspection result of the ID passed the specification requirements of an item, an Inspection, Certification and Acceptance Report (ICAR) will be issued and a rejection notice if did not meet the specs requirements.</p> <p>4.2.4 Once the ICAR is issued, IMC Section will now prepare the PS - Delivery Receipt (PS-DR) for delivery to agency or Transfer of stocks (TOS) for the delivery to depot.</p> <p>4.2.5 IMC Section will wait for the return of DRs/TOS for proper recording that items were delivered and accepted by the end-user.</p>	<p>Inspection Division</p> <p>Inventory Management and Control Administrative Staff</p> <p>Inspection Division</p> <p>Inventory Management and Control Administrative Staff</p> <p>Inventory Management and Control Administrative Staff and Storekeepers / Assistant Storekeepers</p>	<p>Immediately upon receipt of documents from inspection division</p> <p>Immediately upon receipt of ICAR from inspection division</p> <p>Immediately upon receipt of signed DRs/TOS</p>
<p>4.3 Packaging and Releasing of Goods to the Client Agencies</p> <p>4.3.1 Storekeepers and Assistant Storekeepers shall ensure that all items for release are in accordance with the Description, Quantity and Packaging indicated in the Pick List and/or PS Delivery Receipt.</p> <p>4.3.2 Alert concerned IMC Staff or WM Staff on false or incorrect paperwork.</p> <p>4.3.3 No damaged or rejected goods shall be released.</p>	<p>Storekeepers and Assistant Storekeepers</p>	

<p>4.3.4 Check that only the items to be released are in the Outbound Staging Area.</p> <p>4.3.5 Maintain daily goods released records - ensure all documents are duly signed by proper authority before releasing the items.</p> <p>4.3.6 All paperwork should be processed promptly.</p>		
--	--	--

4 RELATED PROCEDURES:

Relate with Procedures on the following:

1. Storing and Put-away of Goods
2. Releasing of Goods
3. Order Picking
4. Packaging
5. Cycle Counting
6. Request for Inspection (RFI) procedure

5 EXHIBITS:

a). Forms

1. Certificate of Acceptance

	Republic of the Philippines DEPARTMENT OF BUDGET AND MANAGEMENT PROCUREMENT SERVICE PS-DBM Complex, Cristobal St., Paco Manila Philippines 1007 Tel Nos: 689-7750 local: 4016, 4018	
_____ Date		
CERTIFICATE OF ACCEPTANCE (Per COA Memorandum No. 83.33)		
I HEREBY CERTIFY to have accepted each and every article delivered/rendered by _____, D.R./Invoice Number: _____ which had been (Supplier's Name) inspected by Inspection Division under Purchase Order Number: _____ dated _____.		
_____ ARIEL R. CUNANAN Chief, Warehousing Division		




FRONTLINE SERVICE

ANNEX 2

RECEIVING AND RELEASING OF GOODS
(WAREHOUSE AND LOGISTICS DIVISIONS)

Page 5 of 8
PS-QMSP-002

2. Delivery Receipt


 Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 PROCUREMENT SERVICE - PhilGEPS

PS-DBM Complex
 Cristobal St., Paco
 Metro Manila
 Tel. Nos. 563-93-88 • 563-93-97
 689-77-50 loc. 4016/4014

DELIVERY RECEIPT		DR No. _____			
		DATE: _____			
To: AGENCY & ADDRESS >		Reference APR No. _____			
		Date Received _____			
ITEM NO.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK NO.	QTY	UNIT	UNIT PRICE	AMOUNT
DELIVERY for Ref. APR is [] COMPLETE/[] PARTIAL					Total Amount --- P

FOR DELIVERY SCHEDULE - PLEASE VISIT: www.procurement-service.gov.ph

CERTIFIED CORRECT
 _____ Date _____
 ASSISTANT DIVISION CHIEF
 Warehousing and Logistics Division
 Delivered/Checked by: _____
 _____ Date _____
 Warehousing and Logistics Division

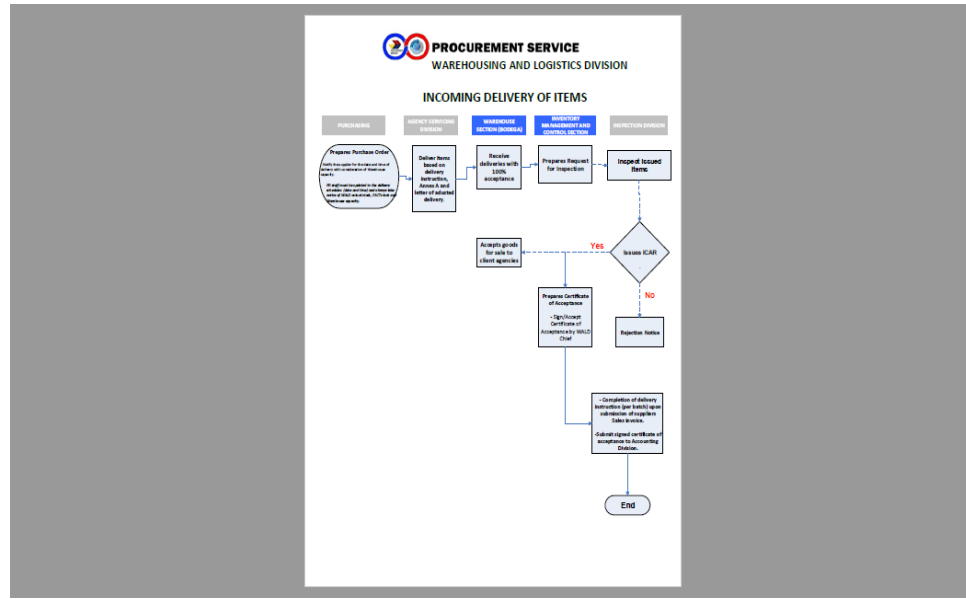
AUTHORITY TO DELIVER
 APPROVED FOR DELIVERY
 _____ Date _____
 DIVISION CHIEF
 Warehousing and Logistics Division
Received from the PROCUREMENT SERVICE the above items in good order and condition:
 _____ Date _____
 Agency Property/Supply Officer

COPY FOR: AGENCY (ORIGINAL)

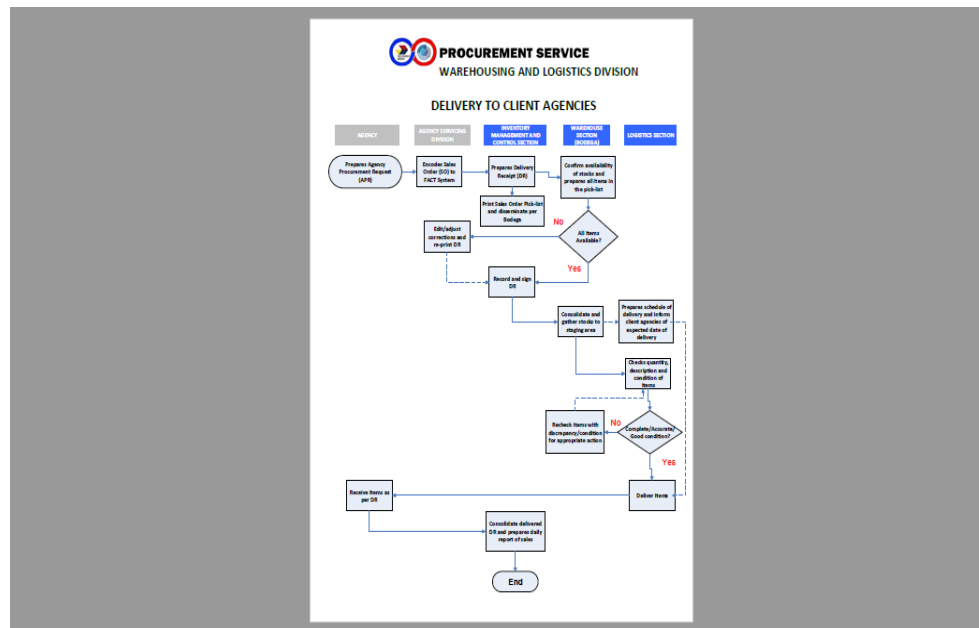


b). Process Flow

i. Incoming Delivery of Items

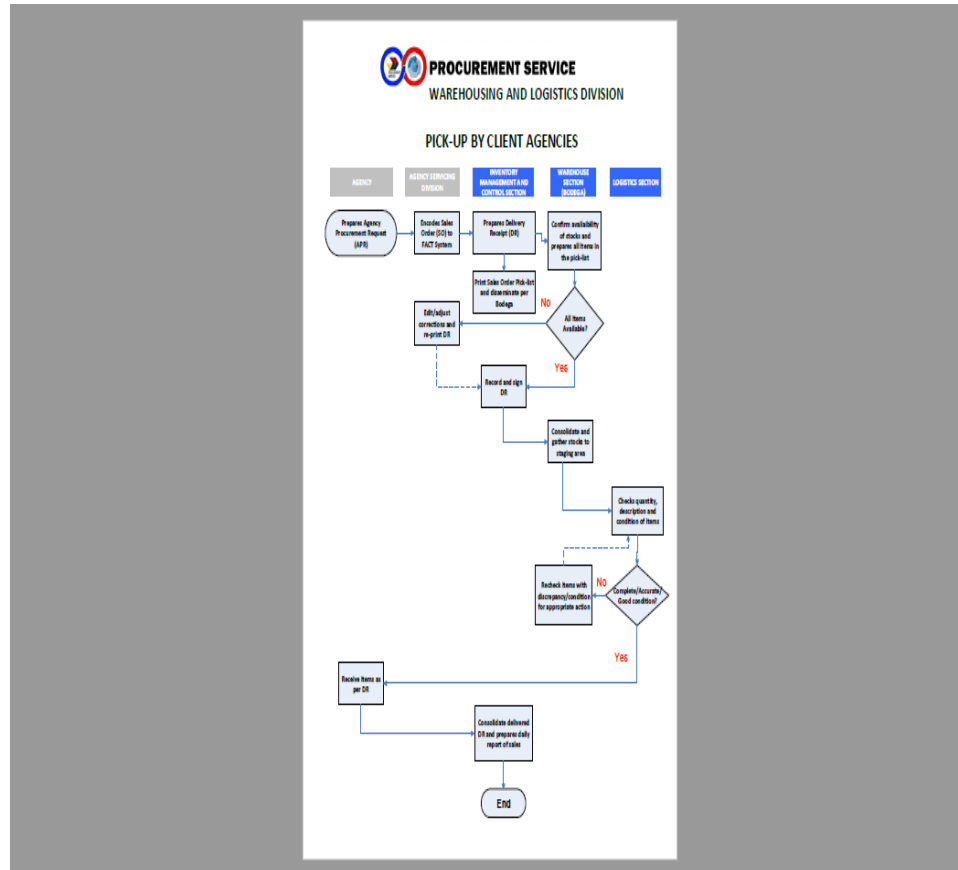


ii. Delivery to Client Agencies





iii. Pick-Up by Client Agencies





iv. Transfer of Stocks to Depots

