

BLANKET ORDER RECEIVING FORMS

EFFECTIVE DATE JULY 1, 2007

FROM: Paul Belew, Assistant Vice President Materials Management,
Gregory McGehee, Director General Accounting

Our Blanket Order process was designed to make it easy for departments to encumber a desired level of funds with a single requisition, then later place individual orders against it. An unintended consequence of the simple ordering process is that three-way matching of invoices, receipts and purchase orders is extremely cumbersome and requires multiple steps by departments and accounting to get bills paid on time. To correct this problem, we have designed new receiving forms for Central Receiving and Departments to use when receiving merchandise against Blanket Orders.

- A) Merchandise shipped to Central Receiving – the receiving form has been modified to add data entry fields for the sales order number (or similar vendor terminology), item description(s) and catalog number (the last item is an optional field). Programmers have found a solution for storing this information for easy retrieval by Accounts Payable. *A significant volume of blanket orders are shipped to Central Receiving and the new form will dramatically reduce the number of faxes currently sent to department staff for verification of receiving.*

- B) Departmental Receiving Form - this form has been modified and will be automatically displayed by entry of the PO number, because the system will know the shipment is a blanket order. There will be a field for the sales order number (or other vendor reference) found on nearly all packing slips, lines to enter an item description, catalog number (optional input) and quantity of each item (form currently requests quantities but does not have a field(s) to indicate item description). *By completing this form, Accounts Payable will generally be able to pay blanket order invoices and significantly eliminate current communication to verify items received into departments.*

Completing the new form will require a little more data input but will eliminate the need for many faxes, phone calls and follow-ups. The data that is required will allow accounting to easily and more accurately match invoices and receipts resulting in on time payments and a net reduction in effort by everyone.

Examples of the forms are shown below:

Current Receiving Form – Blanket Order

A electronic memo is required - to provide information from the packing slip sufficient for Accounting to be able to verify receiving of the related invoice.

End of listing
FORMRCV - P
FRMRCVM

07-06-20
13:35:36

***** UTSW DEPARTMENTAL RECEIVING FORM *****

FUNCTION: NEW FORM #: _____ PAGE: 1_ OF _____ STATUS:
REF: PO_ PO: 701005 CONTROL NO:
VENDOR NAME: JRNR ELECTRONICS
REQ #: PA 2053 DEPT: PSA DELIVERY LOC: PO1.1ZZ____

RECEIVED DATE: _____ RECEIVED BY: CHI-JUNG SHIH_____

ITEM	DESCRIPTION	REC-DATE	U/M	PO/QTY	REC-QTY	TOTAL-REC	QTY-ON-HAND
001	BLANKET O	_____	LO	1.00	_____	56.00	_____
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
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PF1=HELP PF2=DÖCU PF3=MENU PF4=STOP PF5=GOTO: FORM RCV 0_____

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Revised Receiving Form – Blanket Order

This RCV form needs to be completed by the department as soon as the merchandise is received and the packing slip is readily available.

Send original invoice (if available) to Accounting with your signature to indicate OK for payment. Please include date item(s) were received.

The packing slip is retained in the departmental log records.

End of listing
FORMRCV - B 07-06-20
FRMRCBM 13:29:17

***** UTSW DEPARTMENTAL RECEIVING FORM *****
*** BLANKET ORDER ***

FUNCTION: NEW FORM #: _____ PAGE: 1_ OF _____ STATUS: _____
REF: PO PO: 701005 CONTROL NO: _____
VENDOR NAME: JRNR ELECTRONICS
REQ #: PA 2055 DEPT: PSA DELIVERY LOC: PO1.1ZZ_____
SALES ORDER NBR _____
RECEIVED DATE: _____ RECEIVED BY: CHI-JUNG SHIH _____

SHIP #	DESCRIPTION	CATALOG #	REC QTY
001	_____	_____	_____
002	_____	_____	_____
003	_____	_____	_____
004	_____	_____	_____
005	_____	_____	_____
006	_____	_____	_____
007	_____	_____	_____
008	_____	_____	_____
009	_____	_____	_____
010	_____	_____	_____

PF1=HELP PF2=DOCU PF3=MENU PF4=STOP PF5=GOTO: FORM RCV 0 _____

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