



Policy Title: Goods Receiving and Inspection Policy

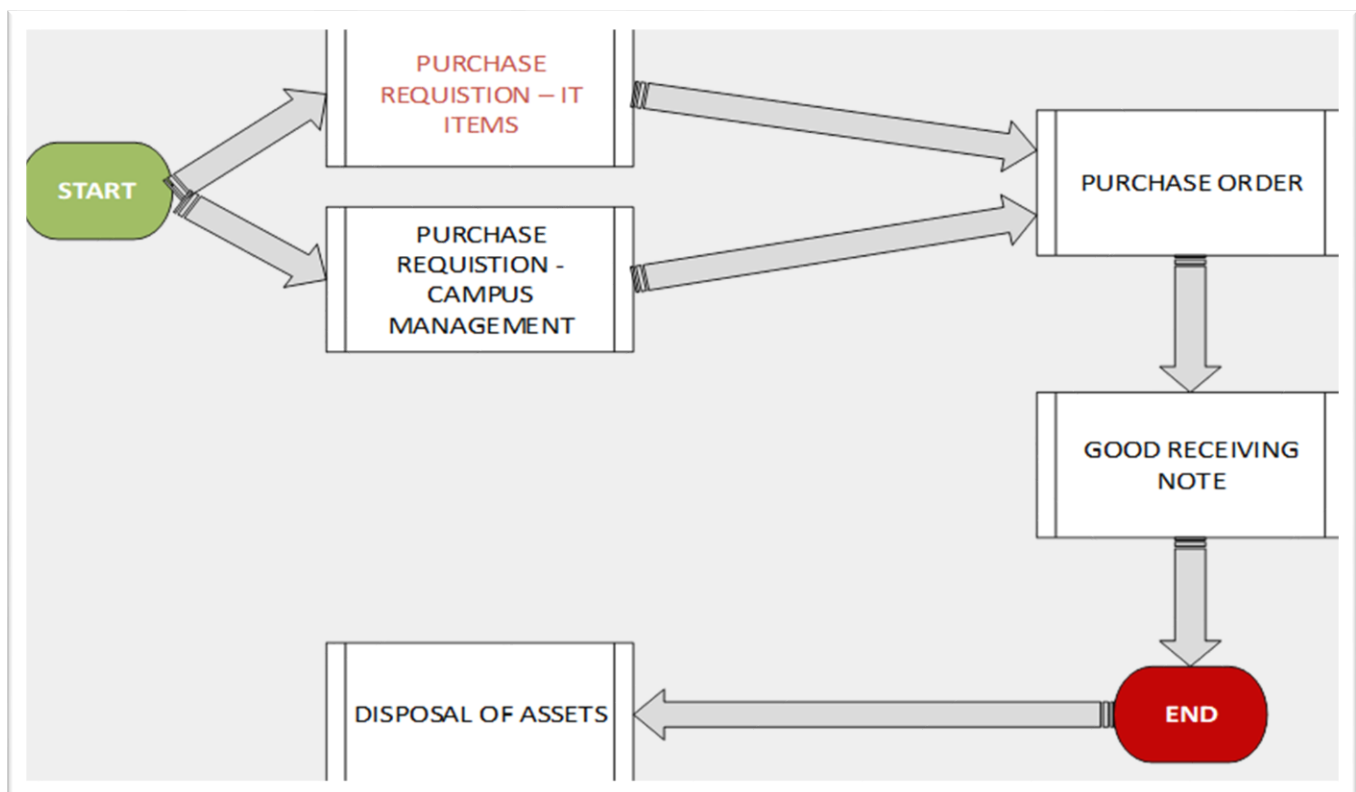
1.0 Objectives

The document is developed to streamline the goods receiving and inspection activities of UMT.

2.0 Scope

This policy applies to all UMT Staff members.

3.0 High Level Process Integration



4.0 Policy

4.1 Gate Pass (GP)

On receipt of goods at university gate, the gate In-charge will prepare a gate pass.

1. Gate In-charge will receive goods at university gate and check the quantity of goods as per delivery challah / delivery note from vendor.
2. Gate In-charge will note any visible defect / damage to the goods on the face of gate pass.
3. Each gate pass will be assigned a unique serial number.
4. Gate In-charge will enter the details of goods received on gate pass.



5. Gate In-charge will maintain a serial wise record of gate passes along with description of goods received.
6. Gate pass will be prepared in quadruplicate and will be signed by the gate in-charge on duty at the time of receipt of goods.
7. Circulation of copies of gate pass will be as under:
 - a) Person delivering the goods as evidence of receipt
 - b) Procurement section
 - c) Requisitioning Department (OCMS/OTS)
 - d) OTR

4.2 Inspection Report

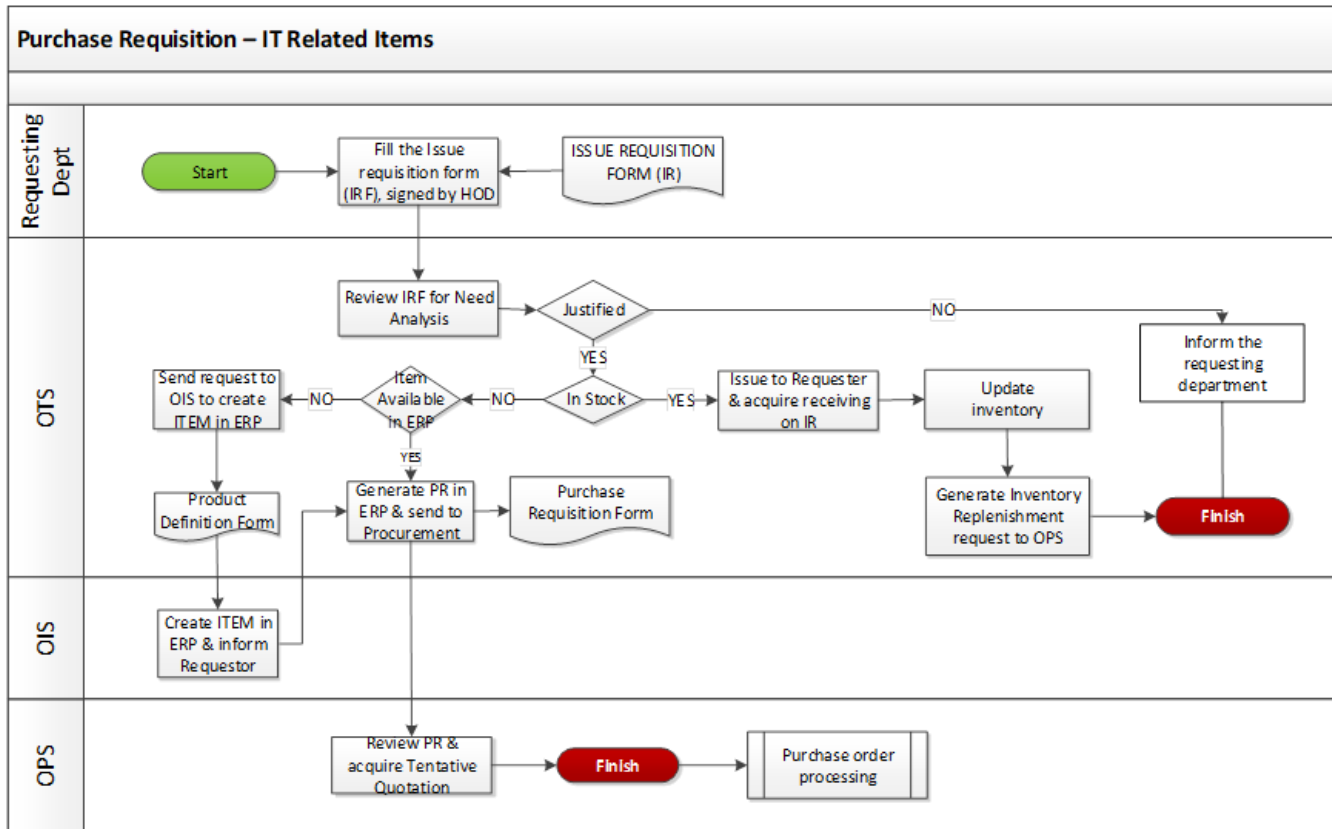
1. On receipt of goods at gate, the gate In-charge will inform in-charge procurement section of the receipt.
2. In-charge procurement department will arrange for inspection of goods as to quantity / quality / condition of goods according to specification of goods as per Quotations and Purchase order by the ordering department.
3. An inspection report will be signed by inspecting authority.
4. In case of rejection of all or any of the items, the same will be noted on inspection report which will also serve as rejection report and supplier will be informed of rejection immediately and will be asked to collect the rejected items.
5. Inspection report will be prepared in quadruplicate and circulation of copies will be as under:
 - a) Vendor
 - b) Office of Procurement & store
 - c) OTR
6. In case of services provided by the vendor, GM Projects and Procurement will arrange for inspection of work performed by the vendor through individual staff member or form a committee keeping in view the quantum of transaction and nature of services.
7. In case of rejection of goods after inspection, those will be returned to the supplier along with the inspection report and GRN will not be generated.

4.3 Goods Receipt Note (GRN)

1. Goods receipt note will be generated for goods on successfully passing inspection process.
2. Goods receipt note will be properly supported by purchase requisition, purchase order, gate inward-pass, delivery note and inspection report.
3. It will be signed by the requesting department.
4. Goods receipt note will contain relevant item code for the item.
5. GRN will be generated in triplicate and circulation of copies will be as under:
 - a) OTR
 - b) Office of procurement & store
 - c) Requesting department (OTS/OCMS)



4.4 Process Flow



4.5 Procedure

1. Purchase order will be sent to vendor for delivery of goods or provision of services.
2. On receipt of goods at gate, a Gate Pass will be generated along with delivery note. For details, please see the portion Gate Pass in the same document.
3. Goods will be delivered to the main store where they will be checked and stored.
4. In case of rejection of goods, those will be returned to the supplier and GRN will not be generated.
5. Based on the inspection report, a GRN will be prepared on the basis of which item will be posted into item ledger or issued to requisitioning department.



6. After completion of process case will be presented to OTR for processing the payment. Following documents will need to be attached for approval of payment:
 - a) Approved Purchase requisition
 - b) Documents supporting the process of relevant authority / committee including detail of
 - a) quotations, comparative statement, evidence of bidding and approved minutes of meetings of
 - b) relevant committee
 - c) Approved Purchase order
 - d) Gate-inward-pass
 - e) Inspection report
7. GRN (Provided that in case of services, gate-inward-pass and GRN will not be required)

4.6 List of Abbreviations

1. OTS = Office of Technology Support
2. ERP = Enterprise Resource Planning
3. OPS = Office of Procurement and Stores
4. IR = Issue Requisition
5. PR = Purchase Requisition
6. OIS = Office of information system
7. OCMS = Office of campus management & services
8. CPC = Central Purchase Committee
9. OTR = Office of Treasurer
10. GRN = Goods receipt note

5.0 Compliance and Enforcement

The Office of Procurement & Store (OPS) is the responsible office to ensure implementation.