

System-wide Policy: FI0430 - Receiving Materials	
Version: 8	Effective Date: 10/11/2019

FI0430 – Receiving Materials

Topics:

Receiving Materials, Supplies, And Equipment	E-Invoicing
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Objective:

To provide guidelines and procedures for university staff on receiving materials, supplies, and equipment.

Policy:

[Receiving Materials, Supplies, and Equipment](#)

1. Unless central receiving is available, purchase orders and other requisitions should specify that materials, supplies, and equipment are to be delivered directly to the ordering department. At campuses and units with central receiving, deliveries should be made in accordance with campus or unit procedures.
2. The following procedures apply to departments that receive materials, supplies, and equipment directly. **Note – Receiving from E-invoice vendors is discussed in #3.**
 - a. The number and type of items received in a shipment should be documented by checking against a vendor-supplied delivery ticket (e.g., packing slip, bill of lading, invoice included with the delivery) or by creating a delivery ticket indicating the number and type of items and date received. In addition, the number and type of items received should be checked against the purchase order or requisition, when applicable. The items received should be examined for damage. Any damage or differences in quantity or type should be noted on the delivery ticket.
 - b. The employee accepting the delivery should sign and date the delivery ticket (see above) to record the receipt of the items.

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- c. Damaged goods/packaging should be noted on the delivery ticket/bill of lading. This way the shipping company has a record on file. If the claim is with the delivery company, then they have a record on the proof of delivery so they know it was delivered in that condition and not damaged later on UT property. It's also good practice to take photos of damaged goods/packaging when the freight is delivered.
- d. Any damage or discrepancy in materials obtained through purchase orders should be reported immediately to the purchasing department and followed up with a memo. Purchasing should initiate the required follow-up or claim for damages, except when it is desirable for the receiving department to conduct the follow-up or claim (with purchasing's permission).

If a purchase order was not issued, the department receiving the materials or supplies should contact the vendor immediately and request replacements for the damaged items or request an adjustment to the amount to be invoiced. If an invoice has already been issued, the vendor must issue a new invoice.

- e. The delivery ticket, when separate from the invoice, must be retained and matched to the invoice prior to payment. The delivery ticket must be filed with the invoice as supporting documentation. For E-invoice orders, the amount recorded in the Market Place serves as the delivery ticket and additional supporting documentation is not required.

Receiving Materials from E-Invoice Vendors

- 3. Select UT Market Place vendors have agreed to invoice the university electronically (E-invoice). Their invoices are sent electronically through the Market Place and payment is authorized by the department through the "Receive" tab in the Market Place. The following applies for E-invoices.
 - a. The items ordered must be inspected to ensure the proper quantity has been received and the items are in good condition. If any discrepancies exist, the department should work directly with the vendor to obtain the

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correct item(s) and in good condition. Procurement Services can assist with discrepancies, if needed.

- b. Once the order is received, the department must enter the quantity received in the “Receive” tab in the Market Place within three business days. Partial receipts are acceptable in instances where backorders or similar circumstances prevent the receipt of the entire order. It is also acceptable to wait until all of the items are received to enter the quantity received. After the department enters the quantity received, the system compares the price and quantity on the order to the amount on the invoice and the quantity received. If they agree, a payment is processed to the vendor. Thus, the department should never enter a quantity unless they intended for a payment to be processed.
- c. Any credit memos should be sent to invoices@tennessee.edu for processing by the System Accounts Payable Office.
- d. Most Market Place vendors can accommodate special orders through their catalogs. However, if they send invoices directly to the department, they must be sent to invoices@tennessee.edu for processing.
- e. If an asset is ordered through the Market Place, the correct G/L should be entered when the item is ordered. After receipt of the item, the department should create an asset record in accordance with [Fiscal Policy FI0600 Equipment – Sensitive Minor](#) or [FI0605 Equipment](#). Once the item is received in the Market Place, the System Accounts Payable Office will contact the department for the asset information that is needed to complete the order.

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PROCEDURES:

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures/>

FOR MORE INFORMATION:

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