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The receiving process header includes receiving procedures, required tools, employee training, managing vendor delivery schedules and also PO-delivery discrepancies. Several people leave receiving out most of the time even though they deal with making sure the items are not spoiled, correct, proper invoices and the lack of theft occurring. They make sure that when we receive our items, that they are proper and ready for us to use and without them, our company may be losing money instead because they check for pricing and inventory turnover to make sure that everything is proper. In larger operations here are 8 procedures to use when running a business.

Having a delivery person put the order in the receiving area of the operation. Then obtain a copy of the purchase order or PO for short, to ensure that it is documented on what is ordered, the quantity, and the price mentioned, without the PO, we cannot examine if we are making a profit or loss. The supplier should have one to also make sure that they delivered and we received it. After that, we must have a copy of the purchasing specifications available to make sure the specifications are correct to the color, grade, items packed, proper temperature, if any of the boxes were open prior, all of these and more to understand that we are receiving what we asked for on the PO. Next, we check the delivery quantity against both invoice and the purchase order so that we can catch if unauthorized items were added or we didn't receive a certain amount or item. This allows us to check thoroughly such as analyzing weight, count and volume because if we run out, this lowers the staff's morale leading them to be less motivated and also receiving backlash from customers. Ensure to count, weigh and measure your items to know what you have.

Now, we compare the prices on the invoice to those on the purchase order to make sure they match due the computer making an error or a human just to make sure that prices are correct. Then, if everything is in order, sign the invoice, this is similar to signing a check, which legally states that you have received and now paying that invoice. Understand that there are no problems with the items you received that day. However, if there are problems such as shortages, then a credit memo is issued which is adjustments of information recorded to the invoice. The memo should specify items that are removed and why the credit memo is being issued. Once the credit memo is created, the vendor is required to sign it, the employee who also caught the invoice discrepancies should also sign the credit memo as well to confirm that it needs to be adjusted. Once all of that is done, you could put away your goods in corrected and designated areas. Finally, process the paperwork which involves sending copies of the signed purchase order and the signed invoice to the accounting department. These are the procedures to follow for a proper flow of receiving goods from a supplier. This simple, prevents losses and purchases are in line with standards.

Tools are also required for the receiving end such as tables, chairs and desk with computer for the account side while the produce side, items such as thermometers to check temperatures of products, carts, hand trucks and containers for storage. To properly check temperatures is to insert into the thickest part of the meat. For reduced oxygen packaged (ROP) bulk food, put the thermometer between two packed items to get the proper temp. Other products, just check temperature by probing it as you do normally with other products.

To ensure safety, frozen goods must be brought to storage immediately when received, fresh items must also be processed to prevent insects or contaminants from penetrating through the items. Smooth floors and good lighting assists with this process to make it clearer to read. Using the scale to see if the proper amount was given. Weighing