New Stock Received Report

- Currently a copy of the PO or copy of the packing slip is being used as the stock received report.

- We are now going to include an actual Stock Received Report.

- The Stock Received Report should be faxed to 8–6319.

- The Web Site will be updated to reflect this change.
STOCK RECEIVED REPORTS

1. Upon receipt of the order, the department will complete the Stock Received Report and forward it to Central Receiving, insuring it includes:

   Purchase Order Number

   ▪ Which items were received
   ▪ Whether the order is partially or completely received.
   ▪ Signature of person responsible for receipt of the order.
   ▪ Date the order was received.

2. Central Receiving will then enter the information into CMS.

3. Payment to vendor by Accounts Payable

   *Without Stock Received Report information from the department, invoices cannot be paid.*
New Stock Received Report

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Stock Receiving Report

The following information must be completed in full to initiate the Receiving Process.

PURCHASE ORDER No: ________________________________

The goods pertaining to the above Purchase Order, have been received in full

Yes _________ or No __________

If No, please complete the following:

PO Lines Received and Quantity:

<table>
<thead>
<tr>
<th>Received</th>
<th>Quantity</th>
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<tr>
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Please attach a copy of the Purchase Order with the received lines annotated, if possible.

Authorized Signature

Print Signatures Name

Date __________/______________

Procurement & Contract Services 8–17–2011
NIGP Codes

- National Institute of Governmental Purchasing (NIGP) are codes that identify the commodity or service that is being procured.

- They are also used to track and identify the types of buying activities by department and vendor.

- The ultimate goal is to capture this information to help identify our spend analyses on campus.

- Technically, spend analysis is the process of aggregating, classifying, and leveraging spend data for the purpose of gaining visibility into cost reduction, performance improvement, and contract compliance opportunities.
Currently the main codes that have been used are 57800 for commodities and 96200 for services.

Procurement will now be moving to a more detailed list of approximately 250 codes which we will use exclusively.

With your help we can start capturing more detailed information that will save all departments on their spending by taking advantage of bulk buys.
Resources / Questions

Stock Received Report
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NIGP Codes
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