

Procedure #	AD-502-P01	Revision #	02
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Warehouse Procedure

1. Definitions:

N.A.

2. Procedure:

- 2.1. Services are received by the requesting department by signing the purchase invoice indicating compliance with the requested service.
- 2.2. Purchases are received by the warehouse for requests in case of supplies ordered by the warehouses. Otherwise, a committee consisting of at least 3 persons formed by the Procurement Committee to include in its membership a representative of the requesting party and of the procurement department. The committee responsible for receiving the delivered purchases is provided with a copy of the purchase order and the referral decision.
- 2.3. Upon receiving purchases, the received items are compared with: the referral decision, the purchase order or the approved purchase request, and with the supplier's invoice in terms of quantity, quality, price, and delivery date. If the items are found to be in compliance, the receiving warehouse officer or the receiving committee, wherever the case may be, signs and stamps the supplier's invoice. Else, in case of non-complying, the non-complying items are rejected.
- 2.4. Return of non-complying supplies: Supply items that are found to be not compliance with the terms of the agreement, are rejected and returned to the supplier with a statement of the reasons for rejection.
- 2.5. In case of full compliance, the receiving party signs and stamps the invoice. No invoice shall be signed without full compliance of all items in the invoice. In case of partial or non-compliance, the invoice is returned to the supplier who shall replace the non-complying items or issue a new invoice for the complying items only.
- 2.6. The warehouse officer or the committee, whatever the case might be, submits the stamped invoice to the Procurement Department Director in order to be able to complete the disbursement process without delay.
- 2.7. The warehouse officer is responsible to create a record of the received items on the inventory system based on the stamped invoice.
- 2.8. The warehouse officer prepares a voucher of the items to be delivered to the requesting parties. The voucher must be signed by the head of the requesting party certifying the voucher items are received.

3. Related Documents:

N.A.

