

SAP and OrderPoint Schools Circular

2016 - 1

Title:	Goods receipting in OrderPoint
Date Released:	January
Intended Recipients:	Shoppers and Approvers
Executive Summary:	This circular illustrates the importance of regular goods receipting to ensure prompt Vendor payment

Ordering goods and paying the Vendor: three steps

1. Once a shopping cart has been approved, the **Purchase Order (1)** is automatically emailed (*some are posted*) to the Vendor and a **commitment** is made against the **GL code** in your budget for the net amount.
2. When goods arrive in school, your nominated person(s) checks these against the delivery note and you (Shopper) **goods receipts (2)** in OrderPoint. The **GL code** in your budget is then **debited** with the net amount *and the committed amount is removed*.
3. Accounts Payable receive the **invoice (3)** (*directly from the Vendor or sent on from school*) and if the price and quantity match and the **goods have been receipted**, the Vendor gets paid.

Problems arising....

- If goods are not receipted in OrderPoint, Accounts Payable cannot pay the Vendor (*even if they have the invoice*)
- If school keeps the invoice, Accounts Payable cannot pay the Vendor (*even if you have goods receipted correctly*)
- If Vendors' don't get paid on time, they can apply late payment charges or stop the whole council from ordering more goods!

Good practice in Goods receipting:

- Goods should be receipted in OrderPoint as soon as they arrive.
Do not wait for all items to be delivered before receipting in OrderPoint
- Log into OrderPoint once a week to check for any outstanding goods not receipted or delivered:
Confirm Goods/Services > Extended Search by Requester (your name) and **Timeframe Blank**
This is very useful to view any outstanding items not yet delivered and to chase up the Vendor.
- Approvers can goods receipt in their Shopper's absence, if necessary
- Shoppers can goods receipt **any** purchase order, not just ones they have created: (*essential if a shopper is absent or has left school*):
Confirm Goods/Services > set Extended Search by Requester (use binoculars to search by their name)
- Don't keep the invoice in school, send to Accounts Payable in the pink folder and ensure they can easily see this is an OrderPoint **Purchase Order** by stamping the invoice and **writing the number clearly** in the stamped area.