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	EFFECTIVE:		UPDATE NO.:
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:	RECEIVING FUNCTION	

The main functions performed by the receiving department are as follow:

- To match delivery slips with purchase orders to ensure that the specifications, quantities and prices on the delivery slips match with those on the purchase orders
- To check quality and quantity of delivered goods with specifications and quantities on the delivery slips
- To arrange delivery of received goods to the storeroom or to the requesting department
- To prepare daily receiving reports and forward the reports to the Accounting Department.

I- Centralization of Receiving Area

All items purchased by the hotel should be received by the Receiving department. All vendors have to deliver goods to the designated place in the Receiving department unless otherwise instructed. When received goods are returned by the requesting department, the goods should be passed to the receiving office and be inspected by the receiving clerk.

II- General principles for receiving operations

Receiving procedures should be performed independently of other departments although kitchen staff should be present upon receiving fresh food items or technical staff upon receiving machines/equipments delivery.

The receiving staff should check the quality and quantity of the goods delivered. Food and beverage that are received frequently should be examined carefully because of potential disruption of business due to food sanitation issues.

When the goods are found to differ from specifications, or are deficient in quality or weight as a result of receiving, the proper procedures such as rejection of the goods, correction of delivery slip, or preparation of a return slip or a credit note should be taken depending on the condition of the goods.

As general rule, goods without a purchase order should not be accepted; however, when goods are delivered without a proper hotel purchase order, receiving staff should immediately notify the Purchasing Manager and the department concerned. The receiving process should then be formally authorized and acknowledged by

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the head of department who initiate the order and they must take full responsibility of the order.

When goods are not delivered as scheduled, receiving staff should notify the Purchasing Department. Official receiving hours should be determined and communicated to all vendors.

III- "Direct Purchase" goods and Inventory

Goods that are delivered directly to the purchase requesting departments are called "Direct Purchase" goods. These include perishable food materials and certain promotional publication materials. Goods that are taken to the storeroom after receiving and held by storeroom staff are called "Inventory".

IV- Preparation of the Daily Receiving Report

Receiving staff should prepare a daily receiving report after completing all receiving operations for the day. A typical receiving report is divided into food, beverage, and other, under which direct purchase goods and inventory items are separately recorded. The reported information is based on the delivery slips which are matched with purchase orders and received goods.

V- Receiving accounting

The Accounts Payable function is activated when goods are received, and after the requisition and purchase order have been checked to ensure that the delivered items agree to those ordered. "Direct Purchase" goods are expensed when received. Goods that are stored should be taken to the storeroom immediately and are accounted for as inventory. Inventories are expensed when they are issued from the storeroom based on inventory requisitions.

VI- Goods received without Invoice

In some case the vendor did not carried out the official invoice together with the delivery, The hotel official form of "Goods Received Without Invoice" will be issued by receiving staff and let the delivery person to sign.

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The receiving staff will be responsible for follow up the official invoice from vendor and forward to account payable when received

Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date