

Central Receiving Flowchart

Identified PO number?

follow prescribed research methods for determining po number (i.e transaction #, order summary review, Contact Addressee)

YES

YES

NO

NO

YES

NO

Is package a non-purchasing credit card transaction?

Is the Package from a Vendor bypass list?

Does package shipping label refer to a PO number?

NO

YES

seven days after airtable log-in, complete the banner receipt in preparation of A/P payment

Mark airtable field as “CC” and comlete the remaining airtable fields.

Accept all incoming packages, parcels from common carriers and drive-in vendors

enter the po number in the airtable field “PO” and complete the remaining fields.

end of process

enter the po number in the airtable field “PO” as “none” and complete remaining airtable fields

The next day: transfer airtable receiving information to purchasing J:drive & Elixir PO Record as attachment

prior to release to addressee, secure photo of employee tag and shipping label. upload into airtable.

deliver package to campus addressee as noted in airtable.

Enter the po number in airtable “po” field and complete remaining airtable fields.

do not open package. mark airtable “PO” field as “none” and complete remaining airtable fields.

After accepting packages, open AIRTABLE and prepare to log-in packages

open package and retrieve packing slip. add photograph of slip to airtable.