



21. RECEIVING OF GOODS / DELIVERIES

The Central Warehouse Management Division's mandate is to receive all goods, supplies and equipment delivered by Contractors for storage and safekeeping. It is also mandated to account each items received and issue the same to various offices and departments for their daily operation.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2G – Government to Government			
Who may avail:	Contractors/Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Notice of Delivery (1 original copy and 3 photocopies) • Delivery Receipts / Sales Invoice (1 original copy and 3 photocopies) • Approved Purchase Order/s (3 photocopies) 		<ul style="list-style-type: none"> • Supplier • BAC • Supplier 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier to submit Notice of Delivery with the following attachments: a. Notice of Delivery b. Approved PO c. Delivery Receipts	1.1. RMCD-GSD Receives Notice of Delivery to be forwarded to OIC-GSD for instruction 1.1.1. CWMD –delivery 1.1.2. MPMCD – inspection (advance info)	None	5 minutes	Receiving Staff Records Management and Control Division (RMCD)
	1.2. CWMD receives the deliveries (as scheduled 3 days prior to request)	None	30 minutes	Staff, Receiving and Programming Section CWMD
	1.3. CWMD prepares request for inspection to the Technical Inspection Section- MPMCD copy furnished the COA	None	15 minutes	Staff, Receiving and Programming Section CWMD
	1.4. Items received shall now be recorded to CWMD Stockcard/s	none	10 ± minutes	Staff CWMD
TOTAL		None	1 ± hour	