



### 13. 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 for each item received and issue the same to various offices and departments for their daily operation.

|  |  |   |                        |  |
|--|--|---|------------------------|--|
| <b>Office or Division:</b>   | <b>CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)</b>  |   |                        |  |
| <b>Classification:</b>   | Complex  |   |                        |  |
| <b>Type of Transaction:</b>  | G2B – Government to Business, G2G – Government to Government   |   |                        |  |
| <b>Who may avail:</b>  | Contractors/Suppliers  |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                        |  |
| <ul style="list-style-type: none"> <li>• Notice of Delivery (1 original copy and 3 photocopies)</li> <li>• Delivery Receipts / Sales Invoice (1 original copy and 3 photocopies)</li> <li>• Approved Purchase Order/s (3 photocopies)</li> </ul> |  | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• BAC</li> <li>• Supplier</li> </ul> |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Supplier to submit Notice of Delivery with the following attachments:<br>a. Notice of Delivery<br>b. Approved PO<br>c. Delivery Receipts  | 1.1. RMCD-GSD Receives Notice of Delivery to be forwarded to OIC-GSD for instruction<br>1.1.1. CWMD –delivery<br>1.1.2. MPMCD – inspection (advance info)    | None  | 5 minutes              | Receiving Staff<br>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<br>1.3.1 Technical Inspector conducts inspection | None  | 15 minutes             | Staff, Receiving and Programming Section CWMD<br><br>(Technical Inspector) |
|  | 1.4. Items received and inspected shall now be recorded/registered to Warehouse Inventory System   | none  | 10 ± minutes           | Staff CWMD   |
|  | <b>TOTAL</b>   | <b>None</b>   | <b>1 ± hour</b>        |  |