Tangible Goods and Services

Prior to the final authorisation of a purchase requisition, and its placement as a purchase order, the LEAP Satellite Purchasing Office should ensure that the delivery address reflects the details of the relevant nominated ESSL Faculty ‘Goods Receipt Point’. These are currently:

<table>
<thead>
<tr>
<th>School/Area (Location)</th>
<th>Nominated ‘Goods Receipt Point’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (Hillary Place)</td>
<td>Louise Williams</td>
</tr>
<tr>
<td>Education (CSSME, EC Stoner)</td>
<td>Stef Lesnianski</td>
</tr>
<tr>
<td>Faculty Office (Beech Grove House)</td>
<td>Maike Paulsen/Yvonne Williams</td>
</tr>
<tr>
<td>Law – (Liberty Building)</td>
<td>Amanda Hemmengway/Lynda Toovey</td>
</tr>
<tr>
<td>POLIS – (Social Sciences Building – SES office)</td>
<td>Jenny Blackburn/Caroline Wise</td>
</tr>
<tr>
<td>Sociology – (Social Sciences Building – SES office)</td>
<td>Kris McLaughlin/Emily Spencer</td>
</tr>
</tbody>
</table>

Full details of the goods receipting process in each school are outlined in appendix II.

Only the nominated Goods Receipt Point, as listed above, has the authority to accept and sign for deliveries to the University.

The following standard delivery addresses will appear on all purchase orders to ensure that goods are delivered to the specific person as listed above:

School of Education  
University of Leeds  
Hillary Place  
Main school office  
Woodhouse Lane  
Leeds  
LS2 9JT  

CSSME  
University of Leeds  
Level 10  
EC Stoner  
Woodhouse Lane  
Leeds  
LS2 9JT  

ESSL Faculty Office  
University of Leeds  
Room 2.02  
Beech Grove House  
Leeds  
LS2 9JT  

School of Law  
University of Leeds  
Management Support Office  
c/o Student Education Desk  
Liberty Building  
Leeds  
LS2 9JT
A supplier delivery note document should always be supplied with the goods or services upon delivery. It is the responsibility of the named Goods Receipt Point to open the package, check the contents and retrieve the necessary delivery documents.

If anyone else receives goods they should contact the relevant ‘goods receipt’ immediately. Under no circumstances should a package be opened by a person other than a nominated ‘goods receipt’ irrespective of the delivery address on the package.

Where practical, the delivered goods should be checked against the supplier's delivery note before acceptance. The following should be checked:

- Quantity e.g. number of items/boxes.
- Quality (Conformance to Specification)
- Damage to goods or packaging
- General Condition (Tatty, Rusty or Dirty contents)
- Misdirection (Delivered to wrong destination)

Details of any obvious discrepancy, damage etc noted at the time of delivery should be written in ink, on the carrier's copy of the delivery note/log sheet, endorsed "UNEXAMINED", dated and legibly signed.

If a full inspection is not practical at the actual time of delivery then this should be completed as soon as possible and, at the latest, within 48 hours of initial acceptance.

All discrepancies/damage noted both prior to and after the departure of the carrier should be recorded on the face of the University’s copy of the delivery note and advised to the supplier immediately by telephone. This should be followed up in writing (e-mail is acceptable) within 48 hours. A copy of this communication should be sent, with the delivery note, to the Faculty Finance Office, either in the internal post or a scanned copy emailed to esofin@leeds.ac.uk.

The Goods Receipt Point should ensure that any rejected goods/items are stored in a designated safe area for return to supplier.

In the event that a delivery note/time sheet is not available, a goods received note substitute form should be completed (see appendix I below) and sent to the Faculty Finance Office, either in the internal post or a scanned copy emailed to esofin@leeds.ac.uk. Alternatively, the SAP GRN Substitute can take the form of an e-mail. This email must contain details of the purchase order and sent to esofin@leeds.ac.uk. This email should be retained in the goods receipt folder.
University of Leeds
Faculty of ESSL
Procedure for the Physical Receipt of Goods and Services

**Misdirected deliveries within the University**

If goods ordered by another University Faculty/School/Area are delivered in error, if possible, the goods should be rejected and the delivery driver requested to take the goods to the correct destination.

If the goods are accepted on their behalf, the correct Faculty/School/Area should be contacted and a suitable time arranged for them to collect the goods.

**Wrongly consigned deliveries (Non University)**

Wrongly consigned deliveries should *always* be refused and the delivery drivers docket should *not* be signed. This should also be the case for duplicate deliveries and where it is known that the purchase order does not match the delivery.

If it is noted that a supplier is persistently failing on any point, then please contact the Purchase Order Point in the Faculty Office (or Central Purchasing) and advise of the situation so that the supplier can be contacted and the issue rectified.

**Invoices Received at the Time of Delivery**

If a supplier invoice is sent with the delivery paperwork it should be forwarded immediately to Accounts Payable in Central Finance.

**Health & Safety**

When accepting deliveries, all staff should ensure they adhere to the University of Leeds Health & safety recommendations, as listed in the Materials Handling – HR Web Site. ([http://www.leeds.ac.uk/safety/handling/index.htm](http://www.leeds.ac.uk/safety/handling/index.htm))
Appendix I

Goods Received Note Substitute

This form should be completed to confirm receipt of goods and services where the supplier has not provided an advice note or time sheet.

<p>| PO Number: |
| Supplier: | Date: |</p>
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Comments</th>
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</table>

Signature: Date:
Appendix II – goods receipt process maps for each school

School of Sociology and Social Policy

1. Goods are delivered to the porter’s office in the Social Sciences Building.

2. The porter moves the goods to the Student Education Services office on level 12 and makes either Kris McLaughlin or Emily Spencer aware that goods have been received.

3. The goods are checked against the delivery note as per the procedures set out above.

4. The signed and dated delivery note is sent to the faculty finance office either via the internal mail or a scanned copy emailed to esofin@leeds.ac.uk.

5. Receipt of any damaged goods should be reported to the supplier immediately and set aside for return. This should be noted on the delivery note. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.

6. Any errors or omissions are reported to the supplier immediately. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.
School of Politics and International Relations

Goods are delivered to the porter’s office in the Social Sciences Building.

The porter moves the goods to the Student Education Services office on level 14 and makes either Jenny Blackburn or Caroline Wise aware that goods have been received.

Receipt of any damaged goods should be reported to the supplier immediately and set aside for return. This should be noted on the delivery note. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.

The goods are checked against the delivery note as per the procedures set out above.

Any errors or omissions are reported to the supplier immediately. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.

The signed and dated delivery note is sent to the faculty finance office either via the internal mail or a scanned copy emailed to esofin@leeds.ac.uk.
School of Law

Goods are delivered to the main reception in the Liberty Building.

The Student Education Service section [who resource the main desk] advise the school management's support team that there has been a delivery of goods.

A member of the school management support team checks the goods against the delivery note as per the procedures set out above.

The signed and dated delivery note is sent to the faculty finance office either via the internal mail or a scanned copy emailed to esofin@leeds.ac.uk.

Receipt of any damaged goods should be reported to the supplier immediately and set aside for return. This should be noted on the delivery note. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.

Any errors or omissions are reported to the supplier immediately. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.
School of Education [CSSME EC Stoner]

- Goods are delivered to either the mail room [EC Stoner 10.77b] or the supplier driver finds Stef Lesnianski to sign for the good’s.

- Stef Lesnianski checks the goods against the delivery note as per the procedures set out above.

- The signed and dated delivery note is sent to the faculty finance office either via the internal mail or a scanned copy emailed to esofin@leeds.ac.uk.

- Receipt of any damaged goods should be reported to the supplier immediately and set aside for return. This should be noted on the delivery note. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.

- Any errors or omissions are reported to the supplier immediately. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office.
School of Education [Hilary Place]

Goods are delivered to the school general office in the Hilary Place

The nominated member of the school support team checks the goods against the delivery note as per the procedures set out above

The signed and dated delivery note is sent to the faculty finance office either via the internal mail or a scanned copy emailed to esofin@leeds.ac.uk

Receipt of any damaged goods should be reported to the supplier immediately and set aside for return. This should be noted on the delivery note. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office

Any errors or omissions are reported to the supplier immediately. If the remainder of the goods are acceptable then the delivery note should be signed & dated and sent to the faculty finance office