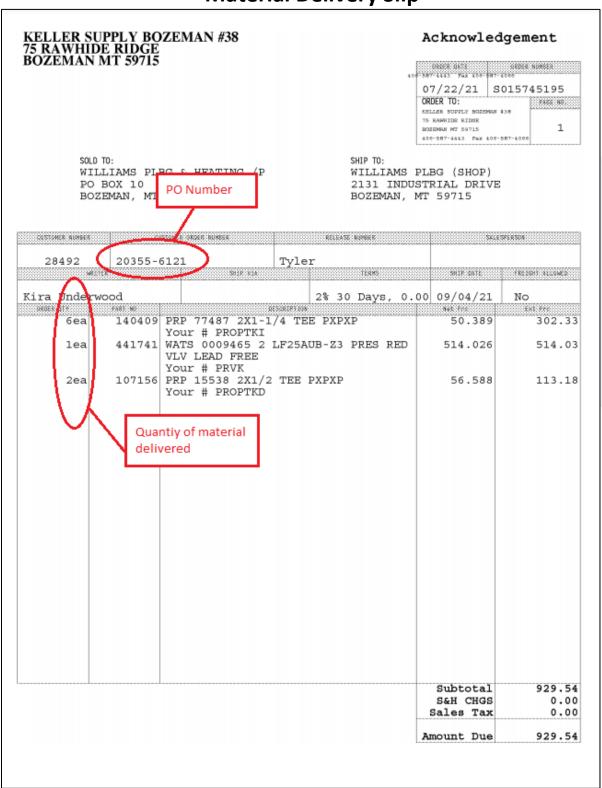


## Commercial and Residential Order Receiving

- 1) When material arrives, check that material matches packing slip
  - a) If the material matches, print your name on the packing slip and continue with receiving plan
  - b) If material does not match contact vendor/3<sup>rd</sup> Party, email PM explaining issue and include order info, initial packing slip and file in PM's mailbox
    - (i) Order info should include vendor, vendor PO with invoice date, and our PO with date
- 2) Make a copy of the packing slip
  - a) Tape copy to material
  - b) Place original in the scan bin
- 3) Label material with Job name, PO number and date, and stage material in corresponding staging area

## **Material Delivery Slip**



## Costco 21031-61 7/21