

## Receiving <sup>[1]</sup>



University Departments have several responsibilities related to receiving goods and services.

### **Receiving goods**

Upon receipt, the Department should immediately inspect the shipment to be sure that it is correct, complete, and not damaged. If the damage is visible, the delivery personnel should note it on the paperwork at the time of delivery and leave a signed copy with you. If there are any order-related problems, including discrepancies in pricing or amount, incorrect or missing items, etc. the supplier should be contacted immediately.

Receiving is required when a Purchase Order (PO) total is over \$10,000, regardless of the

amount of each invoice. It may be performed by someone with the Requestor or Receiver role within [CU Marketplace: Entering Receiving for POs](#) [2]

## Shipping to a non-university address

Departments are responsible for making sure that suppliers send their orders to the proper location. Suppliers may only direct shipments to either a university address or other university-approved location.

All end users are assigned a Ship To value in CU Marketplace. When logging into CU Marketplace users should review their profiles. To add or update your default ship to address please review: [CU Marketplace: Make a Ship-To Address Default in Your Profile](#) [3]. The purchase order sent to the supplier will then include the proper address.

## Returns and damaged goods

Departments are responsible for processing returns and reporting damaged goods to the supplier. If there is a problem with goods or services received and they were purchased through a university-wide Agreement, then Procurement Services can assist in resolving disputes with suppliers.

## Credit Memos

Credit memos received from suppliers that need to be applied to existing purchase orders or standing purchase orders, should be submitted to [APInvoice@cu.edu](mailto:APInvoice@cu.edu) [4]. See Purchase Order Invoicing for more information.

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## Resources

- [Purchase Order Invoicing](#) [5]

## Related Articles

- [CU Marketplace: Entering Receiving for POs](#) [6]
- [CU Marketplace: Documenting Returned Items & Fixing Receiving Mistakes](#) [7]
- [CU Marketplace: Resolving Match Exceptions](#) [8]

[SEARCH ALL ARTICLES](#) [9]

## Policies and Procedures

- [Advance Payment to Suppliers](#) <sup>[10]</sup>
- [After-the-Fact Purchases](#) <sup>[11]</sup>
- [Payment Voucher/Authorization](#) <sup>[12]</sup>
- [Procurement Rules](#) <sup>[13]</sup>

[VIEW ALL PROCEDURES](#) <sup>[14]</sup>

## Groups audience:

Procurement Service Center

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**Source URL:** <https://www.cu.edu/psc/procurement/receiving>

## Links

[1] <https://www.cu.edu/psc/procurement/receiving> [2] <https://pschelp.cu.edu/s/article/CU-Marketplace-Entering-Receiving-for-POs> [3] <https://pschelp.cu.edu/s/article/CU-Marketplace-Make-a-Ship-To-Address-Default-in-Your-Profile> [4] <mailto:APIInvoice@cu.edu> [5] <https://www.cu.edu/psc/paying/purchase-order-invoicing> [6] <https://universityofcoloradoprocurement--fullcopy.sandbox.my.site.com/s/article/CU-Marketplace-Entering-Receiving-for-POs> [7] <https://pschelp.cu.edu/s/article/CU-Marketplace-Documenting-Returned-Items-Fixing-Receiving-Mistakes> [8] <https://pschelp.cu.edu/s/article/CU-Marketplace-Resolving-Match-Exceptions> [9] <https://pschelp.cu.edu/s/> [10] <https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers> [11] <https://www.cu.edu/psc/procedures/after-fact-purchases> [12] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization> [13] <https://www.cu.edu/psc/procurement-rules> [14] <https://www.cu.edu/psc/procedures>