

**Service Bureau: Goods Receipt
Procedure**
Effective 1-1-2018

OSP will no longer accept faxes or goods receipts that are sent on the old form called: **Goods Receipt Report Form OSPM-102**. You will need to e-mail a copy of the Purchase Order (PO) for the goods received.

The e-mail address is: SB-OSP@dfa.arkansas.gov

Blanket Purchase Order - (mainly services & rent)

- When invoice is received, have the PO on-hand to compare for accuracy
- Make a copy of the PO
- On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below)
- On the copy, initial/sign and date at the bottom of the PO
- Scan to SB-OSP@dfa.arkansas.gov, with *Goods Receipt PO XXXXXX* in the subject line

Example 1: Quantity/UM Field - strike through 12 months, and change to 1 month:

QuantityUM	Net Price
12 MON	1,285.62
1	

Example 2: Quantity/UM Field - strike through \$12,000.00 (zls) year, and change to \$756.45 (zls) month:

QuantityUM	Net Price
12,000.00 ZLS	1.00
756.45 received	

Regular Purchase Order

- When packing slip is received, have the PO on-hand to compare for accuracy
- Make a copy of the PO
- On the copy, strike a line through the quantity ONLY and adjust accordingly (see examples below)
- Account for every line item on the PO
- On the copy, initial/sign and date at the bottom of the PO
- Scan to SB-OSP@dfa.arkansas.gov e-mail address

Example 1: Quantity/UM Field - Place a check-mark next to all items received in full:

Quantity	UM
✓ 1	EA

Example 2: Quantity/UM Field - for items not received in full, strike through the quantity ordered, write the quantity received:

Quantity	UM
4 1	EA

Updated 01/01/2018

- The PO (Goods Receipt) will be sent back to the Service Bureau agency via e-mail with the word "Processed" notated on the PO or in the body of the e-mail.
- See below for how the subject line will appear on all processed GR e-mail communications going forward.

**0472 GR FOR PO 4501768775 ARKANSAS ECONOMIC DEVELOPMENT
(PROCESSED) (5003292719) MG**