

BO.07.00	MarketPlace Receiving Reports
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	November 18, 2020
Last Revised/Reviewed:	November 18, 2020
Related Policies:	Shipping and Receiving Manual MarketPlace Manual

1. PURPOSE/INTRODUCTION

The MarketPlace Receiving Reports procedure prescribes the process by which the College of Sciences will monitor and track the college’s receipt of MarketPlace orders in a timely manner and in accordance with North Carolina State University Guidelines.

2. DEFINITIONS

OFBM – Office of Finance and Business Management

MP – MarketPlace

OUC – Organizational Unit Code

Unit – a functional unit of the college (i.e. an academic department)

NCSU – North Carolina State University

3. PROCEDURAL STEPS

3.1 Office of Finance and Business Management – Prepare reports

- 3.1.1 On the 1st day of the month, or the 1st business day thereafter, OFBM will run the “MP PO’s Paid, Not Fully Recv’d” report in MyPack Portal.
- 3.1.2 The report should then be filtered by each unit’s 6-digit OUC(s).
- 3.1.3 Each unit’s report will be uploaded onto the appropriate month’s tab of the spreadsheet in the [MarketPlace Receiving Reports](#) shared Google folder.
- 3.1.4 The most current process outlining the steps and expectation of the units will be located on the 1st tab of each unit’s Google Sheet. It is the responsibility of OFBM to ensure the 1st tab is updated when changes to the process occur. OFBM will email all units to notify them of any changes to the process while reminding the units to refer to the 1st tab for the most current process.
- 3.1.5 If there are no orders on the unit’s report, the comment “No Outstanding Orders for Month/Year” will be noted on the spreadsheet for that month.

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3.2 Units – Complete reports

- 3.2.1 No later than the 5th day of the month, the unit begins reviewing any outstanding orders and completes the appropriate columns on the Google sheet according to the most current process outlined on the 1st tab of the spreadsheet.
- 3.2.2 By the 10th of the month, units must complete the report according to the most current process outlined on the 1st tab of the spreadsheet.
- 3.2.3 It is the responsibility of the initiator of the purchase to enter a Receiving Report in the financial system for all MP orders within **two business days** of the delivery per the NCSU [MarketPlace Manual](#) and [Shipping and Receiving Manual](#).

3.3 Office of Finance and Business Management – Review reports

- 3.3.1 By the 15th of the month, OFBM will review the units’ responses and contact units with any questions.

4. RELATED HYPERLINKS

- 4.1 [MarketPlace Receiving Reports](#) (shared Google folder)

5. REVISION TABLE

Revision #	Subsection #	Summary of Changes	Approval Date
BO.07.00	N/A	Original version	11/18/2020