



HANDLING PACKING SLIPS

QUICK REFERENCE GUIDE

Version 0.1

Related Document: *SOP - Matching Vendor
Invoices to Purchase Order and Packing Slip*

GOOD RECEPTION & PACKING SLIP SIGNATURE



Step A – Receive the Packing Slip related to the delivered good

1. Ensure that the Packing Slip information corresponds to the delivered good:
 - A. If the information matches the good that has been delivered, sign the Packing Slip
 - B. If the information does not match the good that has been delivered, hand correct the information and then sign the Packing Slip.
2. Visit the appropriate Financial Clerk to drop off the Packing Slip once signed.

	<u>Contact Details</u>
General Enquiries	ovcsas@uoguelph.ca OVCE Rm: 2631

Important: Do NOT sign a Packing Slip that does not match the good that has been delivered without hand correcting it.

Note: In case of doubt, do not hesitate to reach out to the purchase initiator for help.