

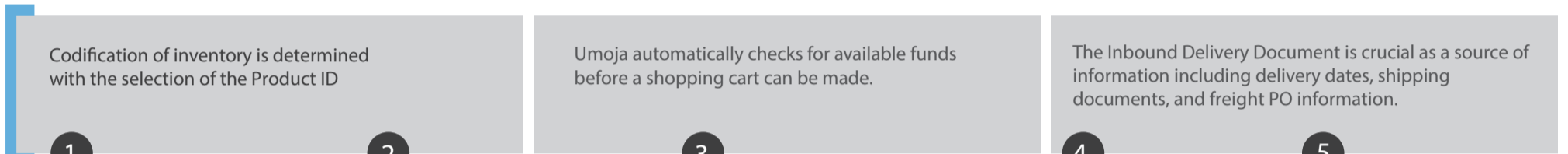
THE JOURNEY OF GOODS: Purchase to Goods Receipts

MONUSCO REQUIRES \$300K OF MEDICAL SUPPLIES FROM A SYSTEMS CONTRACT. INCOTERMS ARE FCA FRANKFURT, GERMANY.



★ CHANGES FOR PK & SPM's (SEPT 2017)

1. Shopping Carts raised for inventory must specify the Storage Location.
2. Shopping Cart approval is determined by Storage Location.
3. A second Inbound Delivery Document is created after a Virtual Receipt.
4. Asset Shells need to be created in Shopping Carts.
5. Capitalization and depreciation of assets are completed in Umoja.
6. Equipment Master Records are created in Umoja once Goods Receipt are completed.



Codification of inventory is determined with the selection of the Product ID

Umoja automatically checks for available funds before a shopping cart can be made.

The Inbound Delivery Document is crucial as a source of information including delivery dates, shipping documents, and freight PO information.

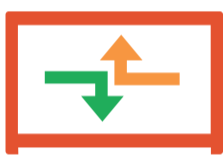
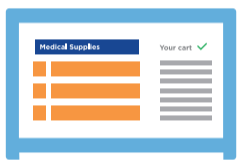
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CATALOGUE SEARCH

ENTER INFORMATION

SHOPPING CART APPROVAL

PO IS RELEASED

INBOUND DELIVERY DOCUMENT UPDATED

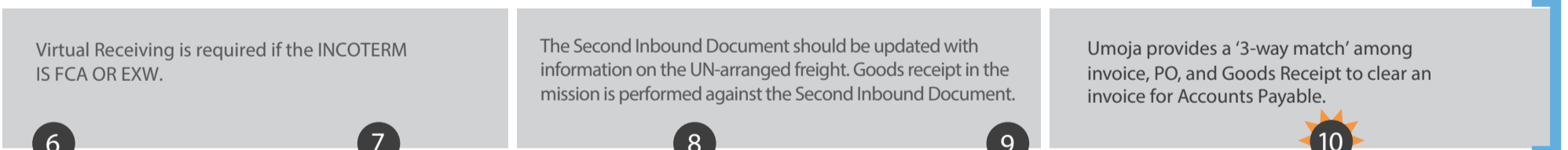
Requisitioner checks stock availability. If item(s) are unavailable, search the contract catalogue for supplies to add to a Shopping Cart.

Requisitioner enters information. Product ID's are required for every Shopping Cart. For fixed assets, an Asset Shell Record is created. For inventory items, select "Direct Material," and the Storage Location, which defines the funding source, the Shopping Cart Approver, and the inventory location.

Shopping Cart is automatically routed to the Cost/Fund Centre Manager for approval within Umoja.

Upon Shopping Cart approval, PO is automatically generated and routed to the Buyer. After completion of the procurement process, the PO is approved and released.

Buyer ensures PO is aligned with contract terms and sends to the vendor. Upon the PO release process, the Inbound Delivery Document is automatically generated and must be updated by the Inbound Coordinator, with actual delivery dates, shipment information, and freight PO details.



Virtual Receiving is required if the INCOTERM IS FCA OR EXW.

The Second Inbound Document should be updated with information on the UN-arranged freight. Goods receipt in the mission is performed against the Second Inbound Document.

Umoja provides a '3-way match' among invoice, PO, and Goods Receipt to clear an invoice for Accounts Payable.

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GOODS ARE SHIPPED

VIRTUAL GOODS RECEIPT

FREIGHT DELIVERY TO MISSION LOCATION

PHYSICAL GOODS RECEIPT

PAYMENT TO VENDOR

Commodity vendor ships goods to the INCOTERM location (FCA Frankfurt), where ownership is transferred to the UN, in accordance with the contract.

Within Umoja, a Virtual Receipt (VR) is performed to record the transfer of ownership. Instead of the PO Storage Location, Goods must be received to a Virtual Storage Location (9XXX) to indicate that the item is in transit. Once VR's are conducted, an equipment master record is created and Fixed Asset Depreciation begins.

Virtual Receiving User creates a Second Inbound Delivery Document for the UN-arranged freight between FCA Frankfurt and the mission.

Freight forwarders collect the goods and facilitate delivery to the mission where the goods are physically received into Inventory.

Umoja conducts a 3-way match. Payment is disbursed to the commodity vendor. For Items for Inventory, please see the Inventory & Warehouse process diagram.