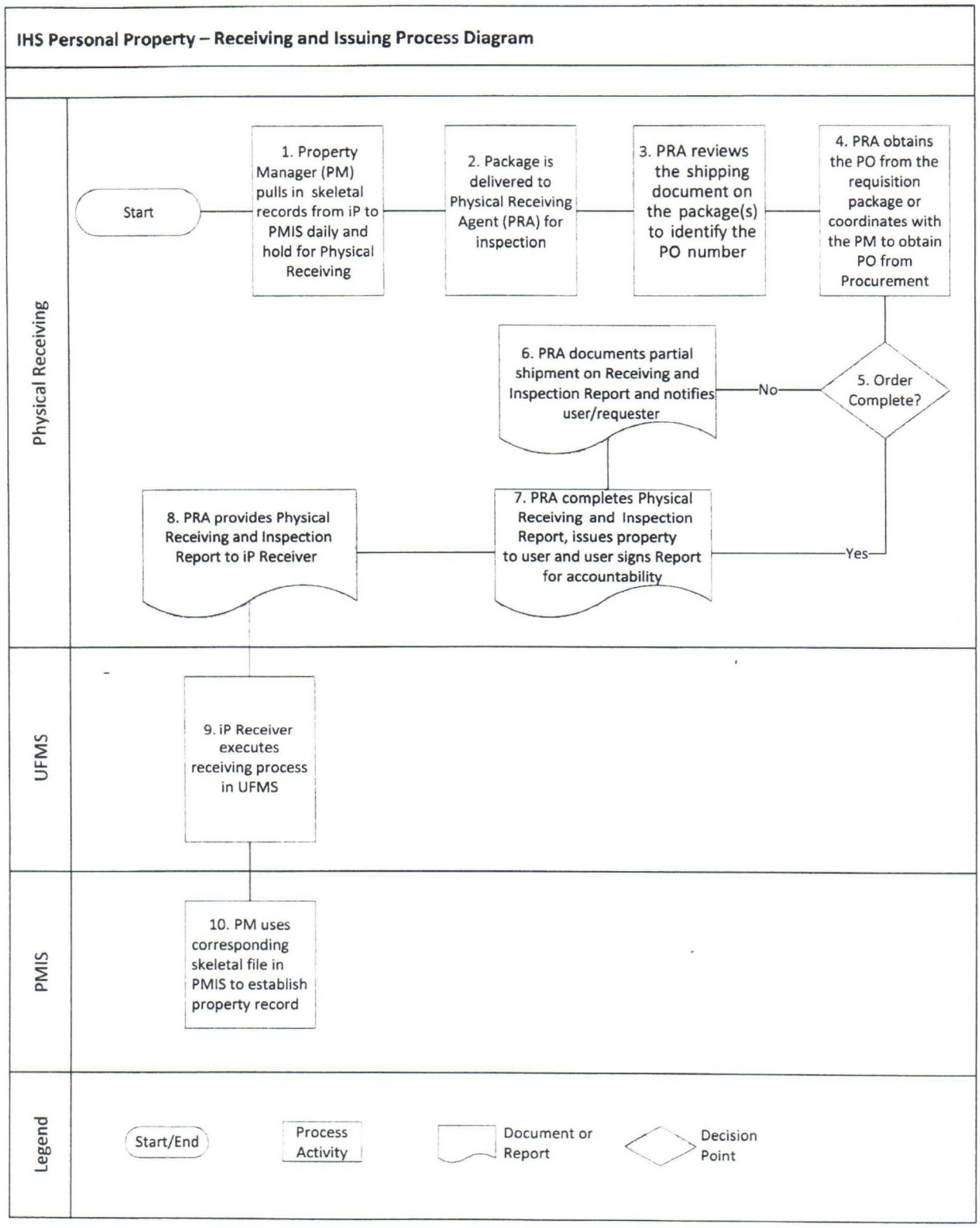
IHS Personal Property – Receiving and Issuing Process Diagram
Physical Receiving
Start
1. Property Manager (PM) pulls in skeletal records from iP to PMIS daily and hold for Physical Receiving
2. Package is delivered to Physical Receiving Agent (PRA) for inspection
3. PRA reviews the shipping document on the package(s) to identify the PO number
4. PRA obtains the PO from the requisition package or coordinates with the PM to obtain PO from Procurement
5. Order Complete?
No
6. PRA documents partial shipment on Receiving and Inspection Report and notifies user/requester
7. PRA completes Physical Receiving and Inspection Report, issues property to user and user signs Report for accountability
Yes
8. PRA provides Physical Receiving and Inspection Report to iP Receiver
UFMS
9. iP Receiver executes receiving process in UFMS
PMIS
10. PM uses corresponding skeletal file in PMIS to establish property record
Legend
Start/End
Process Activity
Document or Report
Decision Point