PURPOSE 目的

The receiving guidelines define the responsibilities of the staff to ensure that the delivery / receipts of furniture, fixtures &equipment is in accordance with the terms of the purchase; both in quality & quantity and that they are properly recorded and stored.

此项收货程序的指导明确了相关员工的工作职责来确保家具，固定装置及设备的送货/接收是按照采购的条款及要求，不论是在质量上还是数量上都要正确记录并入库。

POLICY 程序

- The Purchasing Manager should co-ordinate on a timely basis with the suppliers for the delivery schedules and shipments.
  采购经理应该时常跟供应商沟通有关于送货时间和物品运输的事宜。

- Prior to the delivery, a detailed delivery note and packing lists should be obtained from the supplier.
  在送货之前，应从供应商处获得详细的送货单和包装清单。

- Any delivery which requires custom declaration should be applied by the custom representative of purchasing department in due course once the delivery is informed for the arrival.
  任何需要报关报税的物品应该由采购部指定人员代表去申报，当通知货物抵港的时候。

- Prior to the delivery, the Purchasing Manager should co-ordinate with the Cost Controller for arrangement of the Storage
  在送货之前，采购经理应该跟成本控制合作确定其储存位置。

When receiving the delivered orders, the following parties must be in presence:
当接收货物时，下列人员应该在场：

- Purchasing Manager- Follow up with the Supplier on discrepancy if any.
  采购经理- 如果出现不符合要求的时候负责跟供应商跟进。
- F&B Operation Manager or Asst. F&B Manager- To monitor during the course of receiving.
  餐饮运营经理或者副经理- 监控验收过程。
- User Department- To verify and confirm the deliveries in terms of quality.
  使用部门- 核实收到的货物的质量。
- Receiving Supervisor   - To verify and record the deliveries in terms of quantities.
  收货员- 核实并记录物品的数量。

- Once the process is finished, the Receiving Supervisor will fill out a Receiving Record with the following information. A separate Receiving Records is needed for different departments and categories, such as fixed assets, operating equipment and inventories, etc.
  当此项工序结束后，收货员会填写好包含下列内容的收货记录。另一份收货记录要提供给不同的部门如果涉及到例如固定资产，运营设备及存货等等的物品到货。

  - Date of receiving.
    收货日期
  - Name of Vendor.
    供应商名称

- Purchase Order number.
  采购订单编号
- Ordering Department.
  订单发起的部门
- Item name and packing.
  物品名称及包装方式
- Actual quantity received.
  实际接收到的数量
- Unit Price.
  单价
- Total Amount.
  总金额

The definitions of the categories are of the followings:
物品的种类按下列定义：

- Fixed asset- Amount over CNY 2,000.00 and useful life above 1 years
  固定资产- 金额大于人民币贰仟元整，并且使用期大于一年。
- Operating Equipment- Low value consumable equipments, tools and utensil
  运营设备- 低值易耗品，工具，器皿
- Inventory- Operating and merchantable supplies such as food, beverage, china & glassware, p&s, linen, etc.
  库存物品- 运营使用并且可采购到的用品，例如食品，酒水，瓷器及玻璃器皿，布草等等

RECEIVING RECORD 收货记录

The Receiving Record will then be evidenced by the signatures of the Receiving Supervisor, User Department and Supplier or Purchasing Manager. Consecutively it will be summarized on a Receiving Daily Report and distributed in accordance to the following sequences:
收货记录需要收货员，使用部门，供应商或者采购经理的签字证明。接着这些记录会连续地记录总结在日常收货报告中，并按照下列顺序分发：

- Original Copy - Via Cost Control to Finance Department
  原件- 通过成本控制送达财务部

- 1st Copy - Filed by Receiving Department
  第一份复印件- 收货部存档

- 2nd Copy- Filed by Purchasing Department
  第二份复印件- 采购部存档

- 3rd Copy- Kept by user Department
  第三份复印件- 使用部门存档

- 4th Copy - To Supplier
  第四份复印件- 供应商

- All delivered notes should be marked with bin number (pre-set by hotel) for each item. The Receiving Records will also be marked with the bin number.
  有关每一种物品的所有的送货单应该用储藏箱号码（酒店设定）。收货记录同时也要用存货卡片号码。

- In the event of dispute, short shipment or breakage, the Purchasing Manager should immediately report to the Supplier in writing for replacement.
  如果有纠纷，短货或者破损的情况，采购应经应该立即以书面的形式向供应商汇报要求换货或者补货。

- Any action taken should be copied to the relevant adjustment and record. In terms of overage of delivery, it should also be recorded on the Receiving Record while a "Goods Return Note" is to be opened when returning the items which are in excessive.
  任何的行动都要有相关的调整和记录。如果有过量的送货，应该记录在收货记录上，同时要采用"退货单"当退还过量的物品。

- If all FF&E store is in the warehouse, upon issue to the user department the requesting department should present the department copy of the receiving record to the storekeeper to substantiate the issues. It is always recommended that the Department Heads themselves should compile a worksheet in the computer to recapitulate all the requisitions for ease of future inventory and control purposes.
  如果所有的运营设备都储存在仓库，在发放给使用部门物品时，必要要求发起部门呈递当时的收货记录的复印件给仓管员来证实发放物品的有效性。推荐部门领导自己应该准备一个工作表来总结所有申请，这样可以控制日后的存货。

OPERATING SUPPLY运营用品

- For operating supply requisition such as guest amenity, linen, china & glassware, cutlery and silverware, etc. a General Store Requisition Form must be opened.
  运营用品的申购例如客用品，布草，瓷器和玻璃器皿，刀叉及银器等等，总仓申请表必须被使用。

- The requesting Department should set priority the one time par quantities onto the requisition form in accordance to the hotel policy.
  按照酒店政策规定，使用部门应该在申请表中填写需要的标准库存数量。

- It is imperatively that the Department Head should go through the requisition practice. Any excuse of short request due to careless behavior cannot be considered.
  部门经理被命令必须检查实际的申请量。任何因为马虎而少申请的现象都是不被接受的。