

## Receipt of Goods

Receiving & Inspection of Purchased Products, requires due diligence on the part of Cognizant recipients to ensure the proper receipt of purchased products.

In order to ensure proper receipt of goods, Cognizant employees are to adhere to the receipt of goods guidelines listed below.

### Duty to Inspect Products

The requisitioner receiving and signing for the products has the duty to inspect products upon receipt. (*The recommendation is to perform this action while the delivery person is still present because this is the most reasonable time to determine whether the correct number of conforming goods arrived without damage and they match to the Purchase Order*)

The party receiving the shipment should follow these steps:

1. Inspect the delivery for two things:
  - Damage
  - Conforming products matching to the information mentioned on the ordering document.
2. Check the products against the packing slip to confirm that the description of the products and the number of items shipped match.
3. Compare the delivered products, the packing slip and the purchase order if available.
4. Check for shortages or overages.
5. If shortages or overages occur, the requisitioner should note discrepancies on the delivery receipt before accepting and signing for the products.
6. Be sure to retain a copy of the paperwork for your records.
7. Initiate a claim for any damage or non-conforming goods identified in the inspection.