

<p align="center"><b>GUAM POWER AUTHORITY</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURE</b></p>	<p>Prepared by: <u>[Signature]</u> / <u>5-16-2018</u>          Vicente I. Concepcion / Date</p> <p>Prepared by: <u>[Signature]</u> / <u>5-16-2018</u>          Edward V. Villanueva / Date</p>
<p><b>TITLE: Equipment, Material &amp; Supplies Receiving Procedures</b></p> <p><b>Effective:</b></p>	<p>Reviewed by: <u>[Signature]</u> / <u>5/21/18</u>          Jamie Lynn C. Pangalanan / Date          Supply Management Administrator</p>
<p><b>NO: SOP-065</b></p> <p><b>Supersedes: SOP-065 01/21/16</b></p>	<p>Concurred by: <u>[Signature]</u> / <u>5/21/18</u>          Beatrice (Tricee) P. Limtiaco / Date          Assistant General Manager, Administration</p>
<p>Page 1 of 7</p>	<p>Approved: <u>[Signature]</u> / <u>5/22/18</u>          John M. Benavente, (P.E) General Manager / DATED</p>

**1.0 PURPOSE:**

To establish the responsibilities and procedures for the receipt, inspection and identification of equipment, material and supplies purchased by the Authority.

**2.0 SCOPE:**

This standard operating procedure applies to all equipment, material and supplies covered under purchase order/contract issued by the Authority.

a. **Dededo Supply Warehouse Receiving Facility:**

1. All purchase deliverable shall be delivered directly to the receiving section (Reference Exhibit A 1.0)
2. Ship to 28521

b. **Cabras Supply Warehouse Receiving Facility:**

1. All purchase deliverables shall be delivered directly to the receiving section. (Reference Exhibit A 2.0)
2. Ship to 226579

c. **Transportation Parts & Supply Tool Room Receiving Facility:**

1. All purchase deliverables shall be delivered directly to receiving section. (Reference Exhibit A 3.0)
2. Ship to 5300838

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**3.0 Definition:**

- 3.1 **Shipment:** Equipment, materials and supplies procured by the Authority, shall be transported to the proper receiving sections:  
(Ref. Exhibit A 1.0, A2.0 & A 3.0)

1. Dededo Supply Warehouse Receiving Facility
2. Cabras Supply Warehouse Receiving Facility
3. Transportation Parts & Supply Receiving Facility

- 3.2 **Shipment Discrepancy:** Deficiency incidents to shipment property from "Vendor" facility whereby differences exist between deliverables shipped and deliverable received. Such discrepancy shall include but not limited to loss, damage, error in description and improper consignment. The major types of discrepancies in shipments are:

1. **Damaged Shipment:** Shipment received with visible or hidden damage to deliverable due to inadequate packing, exposure to elements, improper storage and/or indeterminate causes.
2. **Supply Type Discrepancy:** Shortage or overage within containers, such as improper packing, preservation, identity error and marking.

**4.0 RESPONSIBILITY:****\*4.1 Purchasing:**

- 4.1.1 Procurement Administration shall provide

1. Dededo Supply Warehouse Receiving Facility
2. Cabras Supply Warehouse Receiving Facility
3. Transportation Parts & Supply Receiving Facility

a copy of purchase order and shall be used for receiving purposes.

- 4.1.2 Assigned Buyer shall be informed of discrepancy so that appropriate action may be taken.

**4.2 Ordering Division (Requestor):**

- 4.2.1 The requesting division/section shall be responsible to physically inspect deliverable prior to final acceptance.

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4.2.2 Requesting division/section is responsible for the identification item to be returned. The requesting division/section shall prepare written documentation identifying discrepancy of material and shall provide photos reflecting assigned purchase order. Required documentation and deliverable shall be returned to assigned Receiving Facility (Ref. Exhibit A 1.0, A 2.0. & A 3.0)

**\*4.3 Receiving Section: Dededo, Cabras and Transportation Parts & Supply Receiving Facility:**

4.3.1 Delivery must accompany an invoice for acceptance. Invoice, shall reflect purchase order number and all information. Deliveries are scheduled on a 24 hour notice.

1. Storekeeper shall be responsible to ensure purchase order requirement are met. Attention shall be given to delivery due date, receipt date, accompanying documents.
2. At the time of receipt, item found damaged, or with other known discrepancy, shall be noted on invoice and outright rejected.

4.3.2 Storekeeper shall generate Report of Discrepancy (ROD) and shall submit via email to Warehouse Supervisor. Upon concurrence of (ROD) Warehouse Supervisor, shall forward to assigned Buyer, Buyer Supervisor, Inventory Management Officer and Supply Management Administrator.

**5.0 Distribution: A, B, C & D**

<b>CODES:</b>	<b>* REVISED</b>	<b># ADDED</b>
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## Dededo Warehouse Receiving Facility (Exhibit A 1.0)

Branch Plant	Department	Branch Plant	Department
10200	Board of Directors	54100	Engineering Admin
10300	Internal Auditor	54200	Engineering Sub-Trans
10400	Revenue Protection	54300	Engineering-Distribution
20500	General Manager	54400	Engineering-Distribution
20700	Public Info Office	54500	Engineering-Customer Svc.
30600	Engineering-SPORD	54600	Engineering -Project Mgmt.
38000	AGMA	54700	Engineering-Real Estate
31000	Human Resources	54700	Engineering-Demand Site Mgmt.
31100	Customer Service Admin	55900	Diesel (Parent)
31200	Customer Svc.-Bus. Office	56000	Dededo #1
31300	Customer Svc.-Cash Mgmt.	56100	Dededo #2
31400	Customer Svc.-Credit & Coll.	56200	Dededo #3
31500	Disconnect/Reconnect	56300	Dededo #4
31600	Customer Svc.-Meter Readers	58000	Dededo CT (Parent)
31700	Facilities Management	58100	Dededo CT #1
31800	Safety	58200	Dededo CT #2
31900	Computer Services	58300	Macheche CT
32000	P/MM (Procurement)	58400	Yigo CT
32100	Supply Warehouse/Inventory	58500	Water Systems Diesel
42300	Budget Office	58700	Transmission & Distribution Admin
42400	Comptroller	58800	Transmission & Distribution Overhead
42500	Accounting Admin	58900	Transmission & Distribution Sub/Trans
42600	Accounting-Financial	59000	Transmission & Distribution Underground
42700	Accounting-Revenue	59100	T&D Meter Relay
42800	Accounting-Plant Accounting	59800	Marbo CT
42900	Accounting Accounts Payable	59900	Transformers
43000	Accounting-Payroll		
50800	Diesel-Medium Speed (Dededo)		
50900	AGMO		
54000	Planning & Regulatory		

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### Transportation Tool/Parts Tool Room Receiving Facility (Exhibit A 3.0)

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**CODES:**

**\* REVISED**

## # ADDED



# GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN  
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

\*Exhibit B

## REPORT OF DISCREPANCY (ROD)

Date of Delivery : \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Assigned Buyer: \_\_\_\_\_

Item Description & Line Item No.: \_\_\_\_\_

\_\_\_\_\_

Nature of Discrepancy: \_\_\_\_\_

\_\_\_\_\_

Corrective Actions Taken: \_\_\_\_\_

\_\_\_\_\_

Date of Corrective Actions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reported by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
Storekeeper II

\_\_\_\_\_  
Warehouse Supervisor II