

Supplier Receipt Requirements

All goods and services received require proof of receipt upon delivery of goods or completion of service. Documentation should include the Purchase Order (PO) Number, and one of the following:

- Bill of lading
- Bill of materials/Packing slip/Waybill
- Labour, Equipment and Material sheet (LEM)
- Payment certificate/Labour ticket/Timesheet
- Statement of Work
- Progress report

If no proof of receipt can be found or if proof of receipt doesn't include the PO Number, this can result in invoices being rejected and delays in payment can result.