**Receipt of goods or services (CARES Synergix)**

After the order is placed (PO email is sent out by Office Admin), requestors are responsible to liaise with the vendor for the delivery in the same email chain. Requestors are also responsible for the receiving of physical items or services as the first point-of-contact person, and the lab manager serves as a back-up for scientific items (For non-scientific items to the office, this will be the Office Admin).

For **local deliveries**, the responsible person (or the back-up person) will check that the items or services have been delivered in accordance to the Delivery Order / Service Report, and sign off with their Signature, Date and endorse with company stamp. If the back-up person is the one that signed off, kindly leave everything with the requestor so that he/she can verify once more. After confirming, all these documents shall then be put into the blue folder beside the sign-in/out logbook in Lab 2 (That is to be collected by the Office Admin), and fill up the delivery details into the summary sheet of the blue folder.

For **any overseas delivery by courier services** (such as FedEx or DHL usually for purchase from overseas vendor), it is being digitally signed onto the delivery man's ipad by any receiver from the lab when delivered to CARES (Since the parcel cannot be checked at the point of delivery). After leaving on the item purchaser (Requestor)’s desk, he/she will verify that the items received are correct and put any documents into the blue folder (Beside the sign-in/out logbook in Lab2) and fill up delivery details into summary sheet of blue folder. If totally no supporting documents at all inside the parcel, kindly tear off the slip of paper being pasted on the outside of the parcel itself, write your name and sign on it before putting into the blue folder (Alternative method is to take a photo of the physical item and send email to Office Admin indicating which PO is it for, as evidence of goods receipt). CARES Office will be informed and will extract relevant documents online from the courier service provider.

If there are any problems, the responsible person will raise these directly with the supplier (ensuring the Lab manager, CARES Finance and Office Admin are copied to all correspondence).

On delivery, all tangible, non‐expendable, stand‐alone items costing more than SGD1000 and with a useful life of more than one year will be recorded in the CARES Inventory List by the CARES Office. Each of the items recorded in the Inventory List will be assigned an inventory number. Where practical, a CARES inventory sticker will be attached to the item for audit and tracking purposes.

**Receipt of goods or services in CARES Laboratories (NTU procurement system – Special arrangements)**

This section is for orders made via the NTU procurement system (Not CARES Synergix) and delivered to our laboratories in CREATE tower, as the researchers are working here. Please note that after responsible person has signed on the Delivery order (DO) upon receiving items, kindly get one more independent signature from someone in the lab (or lab manager) on the DO to confirm receiving of the items. Kindly place the documents into the blue folder (Beside the sign-in/out logbook in Lab2) for Office Admin and fill up delivery details into summary sheet of blue folder.

Office Admin will keep the hard copies of the DO and send to respective NTU researchers the soft copies for the system receiving in NTU's procurement system.