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WRITTEN BY:	Signature	Date
Senior Strategic Sourcing Manager & Senior Manager, Logistic Services	<i>Brian Heston</i>	11-7-12
	<i>Susan Brennan</i>	11-8-12
APPROVED BY:	Signature	Date
Department Head or designee, Authoring Department	<i>Bryan Smith</i>	11/9/12
Department Head or designee, Affected Department		

1.0 OBJECTIVE AND SCOPE

- 1.1 The objective of this standard operating procedure is to outline the procedures for receiving goods and documenting the completion of services.

2.0 RESPONSIBILITY

- 2.1 This SOP pertains to all US Sunovion employees, DSP employees working at or for a US Sunovion facility, contractors, consultants and suppliers which are contracted to provide services to Sunovion and those who act on its behalf for procurement purposes


- 2.2 Senior Manager, Logistic Services is responsible for the maintenance of this SOP.

2.3 Roles & Responsibilities

- 2.3.1 Receiving Department (Receiver) is responsible for:

- Entering Receipt of Goods into Oracle
- Forwarding Packing Slips to Accounts Payable
- Examining each package/pallet/box that arrives at Sunovion's dock
- Entering any inbound chemicals into the Chemical Inventory System

- 2.3.2 Accounts Payable Department is responsible for:

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- Matching Purchase Orders (POs) and Invoices for Services transactions
- Matching POs, Receipts of Goods, and Invoices for Goods transactions
- Notifying the Stakeholder of invoice and payment related issues
- Ensuring that proper approvals for all invoices prior to check processing

2.3.3 Stakeholder/ Invoice Approver are responsible for:

- Approving and returning invoices to Accounts Payable as soon as practical
- Coding the GL account(s) and the applicable PO number on invoices
- Completing PO Change Requests on POs that exceed tolerances

2.3.4 Procurement Department is responsible for:

- Processing PO Change Requests
- Working with receiving to resolve issues related to damaged packages.
- Working with receiving and Stakeholders to resolve issues related to shipping discrepancies
- Resolving issues with packing slips missing PO information

2.3.5


- Contact corporatelogistics@sunovion.com if you have any questions regarding this SOP

3.0 REFERENCED DOCUMENTS

3.1 Related policies and SOPs regarding expenditure authority, approval and signing authority have been established elsewhere. Important matters related to the commitment of Sunovion funds and resources are discussed in these policies. Please refer to the following as appropriate:

- Procurement Policy

3.2 The new and revised policies and SOPs may be approved by Sunovion from time to time and should also be referred to, as applicable. All policies and procedures can be found on the Compliance Portal of the Source. These policies and procedures have been documented to standardize the procurement process. Important matters related to the commitment of Company funds and resources are discussed in these policies. Please become familiar with them prior to engaging in procurement activities

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4.0 GENERAL

- 4.1.1 Please refer to the associated Procurement Glossary Document, found on the Source Procurement Portal and in the Corporate Standard Operating Procedures (SOP) and Memorandum of Standards (MOS) Index.

5.0 PROCEDURES


- 5.1 Delivery Location: All deliveries in Marlborough, Ma arrive at the 84 Waterford Drive location. Deliveries at Fort Lee arrive at the One Bridge Way location in Fort Lee, NJ. This building doesn't have a loading dock so pallet shipments require a lift gate and require inside delivery.
- 5.2 Proof of Delivery: Upon a carrier making a delivery, the Receiver is required to sign the carrier's Bill of Lading as proof of delivery.
- 5.3 Verify address and recipient: Check each package to ensure that it is meant for Sunovion. Give any incorrect parcel not intended for Sunovion back to the driver.
- 5.4 Verify box count: Prior to signing the Bill of Lading, the Receiver compares the number of boxes per the bill of lading to the actual number of boxes received.
- If a discrepancy is noted, the Receiver documents the discrepancy on the bill of lading.
 - Some carriers such as Fed Ex and UPS have computerized, hand-held electronic units that take the place of a paper Bill of Lading.
- 5.4.1 The Print Fulfillment Manager verifies Toner cartridges. This individual matches the packing slips to the invoices and then sends them to the AP Dept.

5.5 Special Procedure for the Receipt of Radioactive Materials

- 5.5.1 See Attachment, Section 7.0

5.6 Review for damaged boxes

- 5.6.1 Prior to signing the Bill Of Lading, the Receiver must inspect package for damages. If a damaged box is discovered, the damage must be noted on the Bill of Lading. After inspecting the contents of the box and Receiving determines that the goods are not usable, receiving holds the goods in the receiving staging area and notes the issue on the packing list. Receiving then contacts Procurement who is responsible to resolve the issue before Receiving can precede
- 5.6.2 A damaged package is the responsibility of the carrier, not the receiver.


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- 5.6.3 Receiving refuses any visibly leaking chemical or hazardous material packages.
- 5.6.4 The receiver would place the damaged chemical or hazardous goods package in the Hazardous Waste Storage area (located off the 84 Warehouse) if safe to do so. Receiver contacts Sunovion Safety Officer and Facilities
 - Follow DOT guidelines for chemical shipments.
- 5.6.5 Safety officer performs the following:
 - Follows Facilities Safety SOP
 - Request for chemist is made to examine package
 - Contact Veolia (Sunovion's hazardous waste company).
 - This allows the chemical to be opened by chemist or Veolia in a controlled environment to avoid contamination to the warehouse staff or other employees passing through the Receiving area.

5.7 Quantity Verification

- 5.7.1 Each parcel must be opened to verify quantity of material to the packing slip in order to ensure correct receiving of the Purchase Order.
 - The Receiver must verify that the correct quantity was received for boxes with multiple items. In order to do so, the Receiver removes the packing list, opens each box and compares the actual quantities received to the packing list. If the quantities match, the Receiver initials the packing list.
 - When the receiver notes an item discrepancy, the Receiver documents the discrepancy on the packing slip and notifies Procurement.
 - When the receiver notes a quantity discrepancy, receiving holds the goods in the receiving staging area and notes the issue on the packing slip, and notifies Procurement for resolution.
- 5.7.2 Procurement is responsible for resolving shipping discrepancies and working with Stakeholders and Suppliers.
- 5.7.3 Once approval is obtained, Procurement adjusts the PO in the system and notifies receiving that the goods can be received.
- 5.7.4 Receiver at the end of each business day sends the packing slips to the Accounts Payable Dept. to be matched to the invoice.

5.8 Exceptions to package opening

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5.8.1 Receiving due to safety concerns does not open:

- Chemical or biological material packages
- FedEx small package (documents) Receiving forwards unaddressed packages to Senior Manager, Logistic Services for resolution.
- Marketing service Supplier shipments

5.8.2 Receiving uses their best efforts and judgment to avoid opening personal packages.

5.9 Receiving in Oracle

5.9.1 Receiving Department Process – For Tangible Goods POs

- When goods are received through the Shipping and Receiving Department, the Receiving employee determines if the packing slip lists a PO number.
- If the packing slip lists the PO number, the Receiving employee enters the PO number into Oracle, records the items available for receipt, and submits the receipt to Accounts Payable.
- If the PO is not listed on the packing slip or the items don't match, the Receiving employee tries to find it in Oracle, and if unsuccessful forwards a copy of the packing slip to Procurement for resolution.

5.9.2 Receiving Department for dollar value only POs (i.e. no quantity specified) sends the hard copy packing slip to Accounts Payable in a timely manner, and does not enter quantity information in Oracle.


5.9.3 Receiver uses the packing list that indicates the Purchase Order number to determine which operating unit to code the receipt to.

5.10 Chemical receiving

5.10.1 Receiving enters chemicals into the Chemical Inventory System and prints labels and staples them to box before delivery to the end-user.

5.11 Package distribution

5.11.1 Receiving writes the name of the recipient on each box and delivers to the appropriate recipient and location.

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- When goods are received through the Shipping and Receiving Department, the Receiving employee determines if the packing slip lists a PO number.
- If the packing slip lists the PO number, the Receiving employee enters the PO number into Oracle, records the items available for receipt, and submits the receipt to Accounts Payable.
- If the PO is not listed on the packing slip or the items don't match, the Receiving employee tries to find it in Oracle, and if unsuccessful forwards a copy of the packing slip to Procurement for resolution.

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5.12 Chemical receiving

5.12.1 Receiving enters chemicals into the Chemical Inventory System and prints labels and staples them to box before delivery to the end-user.

5.13 Package distribution

5.13.1 Receiving writes the name of the recipient on each box and delivers to the appropriate recipient and location.

5.13.2

6.0 ATTACHMENTS


6.1 Sepracor Inc. Procedure for the Receipt of Radioactive Materials by Shipping and Receiving Personnel

6.1.1 Responsibilities

- Shipping and Receiving Personnel are responsible for the acceptance of a package containing radioisotopes from the delivery vendor and delivery of the package to the Molecular Pharmacology Lab (**Lab 311**) on the 3rd floor. It is common for the delivery time to be scheduled. The receiver should contact the RSO (Radiation Safety Officer) immediately if there is any evidence of damage to the package at the time of receipt.

6.1.2 Procedure: The following steps shall be followed when receiving radioactive isotopes:

- Shipping personnel shall be informed by the RSO or designee of the expected date and time of the arrival of a package containing radioactive material
- Radioactive packages shall be received during normal working hours (9am to 5pm)

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- Only shipping personnel that have been trained in the procedure for the receipt of radioactive material shall receive packages containing radioactive material
- When the package is delivered, shipping personnel shall immediately transfer the package to the Molecular Pharmacology Lab on the 3rd floor, and note the time received on the package
- The original bill of lading (or copy) must remain with the package
- Notify the RSO or designee that the package has arrived
- If the package appears damaged or wet, immediately contact the RSO or other designee (see list below).
- Do not handle a damaged package without use of personal protective equipment (i.e. disposable latex gloves)

Radiation Safety Officer

Larry Hardy


Home:

Work: 508-357-4024

Veolia Environmental

Miranda Bruner

Work: 508-357-7758

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C-TPAT Responsibilities for full truck load international shipments

Drivers are not to leave the Sunovion dock area. If they do, the Logistics personnel will sign them in and create a badge in the same system used by reception.

6.2 The Receiving Clerks are to ensure that the trailer seals are intact and verify that it matches the seal and trailer numbers as indicated by the foreign supplier

6.3 The Receiving Clerks are to notify the Logistics Department in the event that compromised seals, missing seals, or seal discrepancies are discovered. An Incident Report will be completed.

6.4 The Logistics Department is to investigate any perceived compromised seals, missing seals or seal discrepancies discovered by the Receiving Clerks.

6.5 The Receiving Clerks are to verify the physical integrity of arriving trailers/containers/conveyances prior to de-vanning. The verification is to include the reliability of the locking mechanisms of the doors. Any discovered security violations are to be brought to the attention of the Logistics Department. The Receiving Clerks will perform a visual inspection of the Container/Trailer/Conveyance Inspection :

- Ceiling
- Front Wall
- Floor
- Left Side Wall
- Right Side Wall
- Inside Doors
- Undercarriage

6.6 The Receiving Clerks are to ensure that all trailers are stored in a secure area to prevent unauthorized access and/or manipulation. The Logistics Department is to be notified in the event of unauthorized entry to the trailer storage areas if discovered.

6.7 The Facilities Management Group is to investigate the discovery or detection of any illegal activity, breach in security, or other suspicious activities that may compromise the security and health of Sunovion supply chain. If warranted any discovered issues will be reported to U.S. Customs/Local Law Enforcement.