

Sul Ross State University  
Business Process Analysis – Finance Module

**Process Name:** BPA FIN Distribution Process

**Date:** 7/28/05

**Time:** 8:30

**Location:** ACR 207

**Participants:** Entire Finance Team

**Session Lead:** Jessie Lara, BPA, Noé Hernández-Narrative

**Narrative/Description:** (Alpine Distribution Process) Product sorted for distribution. If the package contains time sensitive material or product (i.e. live culture), receiving contacts the department and make arrangements for pickup or delivery or other special handling instructions. Load packages by building at a time and sometimes multiple building packages at one time. Receiving staff will decide if the end-user is available, if not to re-schedule delivery for a later time. If the end-user is available, Receiving Staff will count the packages in their presence and capture signature on Excel generated spreadsheet, for future reference and to scan that signature to the appropriate purchase order. Staff also reminds end-user about the time frame they have to report any discrepancies on their shipments, which is 24 hours after the package is delivered. If there is a discrepancy on the shipments, then this is noted on the log (excel) and then calls Purchasing. Enter information into FRS and scans document into ImageNow and attached to the related purchase order.

**Electronic Inputs:** Excel Spreadsheet,

**Manual/Paper Inputs:** Packing Lists, Receiving copy (pink) of the purchase order,

**Key Decision Points (list all):** If the end-user is not available, package is taken back and re-scheduled for re-delivery. If we have a time sensitive delivery, Receiving Staff contacts the end-user for special delivery instructions.

**Related Policy(s):** 24 Hours for any discrepancies on shipments, receiving staff will not manually check packages

**Interface to Other Systems:** ImageNow, Excel,

**Web Features:** None

**Electronic Outputs:** None

**Manual/Paper Outputs:** None

**Customer(s):** Faculty, Staff, Department

**Regulatory Items:** Time frame to report a freight claim (i.e. broken or damaged goods) (15 days).

**Frequency/Volume:** Approximately 60 packages per day (depending on the time of year) higher volume after Christmas and after fiscal year-end (Sept 1)

**Potential Break Points:** If the end-user is not available (for extended periods of time). If the end-user does not check packages in a timely manner.

**Automation:** None

**Issues:** Large deliveries related to new construction projects