# ANNEX 9.14

# RECEIVING

## 9.14 RECEIVING

### 9.14.1 General Information

#### 9.14.1.1 Annex Description

This Annex identifies the receiving operations at the John C. Stennis Space Center (SSC) which includes a central receiving function responsible for the total processing and inspection of inbound Government shipments to SSC and subsequent delivery to customers or to supply warehouse locations. This operation shall be run by personnel knowledgeable in the receipt and inspection of inbound Government freight. Such personnel must be designated by the SSC Supply and Equipment Management Officer (SEMO) as authorized receiving agents for the United States Government. The receiving function includes the identification of controlled equipment and it's subsequent tagging, processing of non-stock receipts for Center employees, and replenishment of the supply warehouse by designated receipts.

Receipts for stocked supply will be entered accurately into the NASA Supply Management System (NSMS) and the subsequent transaction number from NSMS will be annotated on each shipping or acquisition document for each item.

For additional receipt requirements of critical spare, refer to Annex 9.15.

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| 9.14.2 | Receive Inbound Freight | The Contractor is responsible for receiving all inbound freight ***shipments** consigned to SSC. The Contractor shall perform initial receipt and inchecking inspection of all inbound freight and process all transportation documentation. The inspection shall include, annotating and resolving any visible overages, shortages, or damages (OS&D); ensuring the number of pieces reflected on the delivery document matches the number actually received; routing the material to the customer or to inspection; and ensuring material received has proper and expeditious disposition. | 45,500 Line Items per year. | See below. |
| | | The Contractor shall review documents to determine if shipment is properly consigned. | | ***Shipments** may be refused if not properly consigned. |
| | | The Contractor shall identify incoming material against the applicable documentation. All freight not identifiable to a document will be considered "frustrated" freight. The Contractor shall hold frustrated shipments pending correct paperwork. | | Appropriate paperwork shall accompany freight through receipt processing. |
| | | For all OS&D occurrences, the Contractor employee discovering the discrepancy shall promptly notify his/her supervisor, the carrier, and the SSC Transportation Officer or designee; and obtain a claim number. | | Same workday as OS&D discovery. |
| | | Claims will be processed in accordance with Federal Property Management Regulation (FPMR) 101-70.7, Reporting and Adjusting Discrepancies in | | |

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| | | Government Shipments.<br><br>The Contractor shall prepare a claim folder and ****SF 361, Transportation Discrepancy Report****, and include them with the freight bills for that day. | | |
| | | The Contractor shall maintain inbound freight claim data which provides SSC Transportation Officer and the Contractor with the current status on all open claims. The Contractor shall notify the Transportation Officer or designee monthly. The notification shall include, but is not limited to, the Purchase Request (PR) number, date the discrepancy was discovered, description of the freight involved, claim number, type of discrepancy, carrier, quantity or number and weight of freight involved, value of freight involved, Free on Board (FOB) point as stated on the PR, and remarks, to include date claim was closed and resolution. | Notify Transportation Officer monthly. | Data shall be current and accurate at all times.<br><br>Notify the Transportation Officer of the status of open claims as requested. |
| | | The Contractor shall ensure special handling instructions are complied with for all inbound freight. Special handling instructions include: | Nothing additional. | See below. |
| | | a. The receipt of medical items or drugs shall be rigidly controlled. The Contractor shall notify the SSC Medical Officer for pickup of receipt and store the material in a secure location until pick up | | Notification to the SSC Medical Officer and secure storage action shall be accomplished the same workday as medical items or drugs are received. |

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| | | b. The Contractor shall promptly refrigerate packages requiring refrigeration and the items shall be kept refrigerated until processed and delivered to destination. The Contractor shall contact the customer for delivery or pick-up information as applicable. Refrigeration shall continue until material is picked up by customer or delivered to destination. | | Material requiring refrigeration shall be refrigerated within 30 minutes after physical receipt at SSC .<br>All film will be processed through delivery prior to close of business the same workday the film is received.<br>All material requiring refrigeration will be moved to applicable storage location within 4 workhours of receipt processing. |
| | | c. The Contractor shall physically segregate chemicals and caustic substances from other stock during the inspection process, additionally ensuring they are physically segregated for compatibility purposes. | | Segregation of chemicals and caustic substances from other stock shall begin immediately upon physical receipt,, and shall be adhered to continuously as long as the Contractor is in possession of the material. |
| | | d. Upon arrival of radioactive material, the | | Receipt verification, proper |

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| | | Contractor shall verify the material with accompanying documentation. The Contractor shall store the material in a refrigerator designated for radioactive material, where it shall remain until pick up. The Contractor shall contact the consignee for pick up. | | storage, and contact of the consignee shall be accomplished within 4 workhours of receipt of freight. |
| | | e. Class A and B explosives shall be off-loaded at consignee area. The Contractor shall accompany the shipment to the consignee area to process the receipt. Materials shall be kept in an explosive container until delivery. | | Delivery and receipt processing of Class A and B explosives shall be accomplished within 30 minutes of notification of delivery of freight. |
| | | f. Class C explosives shall be off-loaded and processed through the receiving area, and be kept in an explosive container until delivery to the consignee. | | Receipt processing and delivery of Class C explosives shall be accomplished within 4 workhours of receipt of freight. |
| | | g. The Contractor shall ensure pilferable items are secure during the entire receipt process to guard against theft. Pilferable items shall be stored in a secure location until delivered to destination. | | Processing, delivery and/or storage of pilferable items shall be completed within 2 workdays of receipt. |
| | | h. The Contractor shall ensure precious metals remain in constant surveillance from the time of receipt until pick up. Immediately after inspection, the Contractor shall notify SSC Security for escort, | | Processing of precious metals shall be accomplished within 4 workhours of receipt. |

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| | | and shall secure the freight until arrival by SSC Security to escort the delivery. | | |
| | | i. The Contractor shall notify the recipient for pick up of personal items obtained with personal funds. The Contractor shall attach the standard memo from the Supply and Equipment Management Officer (SEMO) regarding deliveries of personal property. | | Notify the recipient of personal items within 3 workdays. |
| | | j. The Contractor shall unload, inspect, and process large, unique, hazardous, or delicate shipments at the ultimate point of usage or storage to eliminate duplicate handling and possible damage. | | Unloading, inspection, and processing of large, unique, hazardous, or delicate shipments at the point of usage or storage shall be accomplished the same workday as receipt of freight. |
| | | k. The Contractor shall follow proper procedures needed for receipt/storage of hazardous materials and ensure required Material Safety Data Sheets (MSDS's) accompany the material. | | If MSDS does not accompany freight as required, contact the Occupational Health Office within 4 workhours of delivery. If item is stocked item, ensure MSDS is filed in warehouse. |
| | | l. The Contractor shall forward flight hardware to the appropriate bonded storage room for inspection | | Flight hardware shall be forwarded within 4 |

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| | | and acceptance. | | workhours. |
| 9.14.3 | Processing SSC Supply Items | The Contractor shall enter into NSMS all receipts that are to replenish SSC supply inventory or are direct delivery stock items to customers. | 45,600 ***line items** per year. | Enter receipts into NSMS at the time of inspection.<br>Stage for delivery to warehouse or customer within 1 workday of receipt being processed in NSMS.<br>Contractor shall maintain the NASA performance standard of 2 workdays for receipt processing time. |
| | | The Contractor shall enter and suspend all discrepant receipts in NSMS, ensuring comments are made on the suspended transaction. Concealed damage receipts will be filed with Traffic Management for a claim number and subsequent processing Once the discrepancy is corrected, the Contractor shall process the receipt in NSMS. | Nothing additional. | Discrepant receipts will be suspended in NSMS at the time of inspection.<br>Comments shall be entered on all receipt suspension transactions in NSMS, and shall be in a manner that someone not familiar with that particular receipt could understand the cause for the suspense.<br>File concealed damage receipts with the Transportation Management on the same workday that the |

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| | | | | discrepancy is discovered. |
| | | The Contractor shall maintain a data base to record and track material returns. The data base shall contain the following elements: sequential return control number, stock number, stock status, warehouse or demand item, noun, quantity, location of material, document number, organization returning the item, reason for return, disposition, date returned, and date of disposition. The database shall have at least first and second sort capability on the stock number and organization fields. The database shall be electronically available, or the Contractor shall notify the Supply and Equipment Management Officer or designee on a monthly basis of the status of all material returned in that month.<br><br>The Contractor shall process customer returns, ensuring the appropriate transaction occurs in NSMS to record the return as applicable. The Contractor shall segregate returned material from normal receipts until disposition is determined. Material will be returned to stock or disposed of through Redistribution and Utilization (R&U). | 223 returns per year. | Input return information into data base within 1 workday of material return.<br><br>Complete entire process within 3 workdays of the return. |
| 9.14.4 | Non-Stock, Non-Equipment Receipts | The Contractor shall process SSC non-stock, non-equipment receipts, which are items that are purchased in support of the Center but are not replenishing stocked supplies. These items shall be inspected by the Contractor and forwarded to the recipient, as applicable.<br><br>Material will be inspected and the Account Payable | 37,262 ***line items** per year. | Material will be inspected and staged for delivery within 1 workday of receipt of material.<br><br>Data shall be input into |

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| | | Procurement and Receipts System shall be updated. | | APPR same day as received. |
| 9.14.5 | Non-Stock Equipment Receipts | The Contractor shall be responsible for processing equipment received at SSC, assigning and maintaining voucher numbers for the acquisition documents, and physically tagging equipment that meets the tagging criteria with an Equipment Control Number (ECN) tag, or if the tagging criteria is not met, identifying the property or equipment as U. S. Government owned.<br><br>The Contractor shall prepare a claim folder for the Transportation Officer when concealed damage is discovered during inspection. | See below. | Property and equipment shall be processed in accordance with the ****NASA Series 4200, NASA Equipment Management**.**<br><br>Promptly notify the Transportation Officer or designee of concealed damage and prepare claim folder on the same workday discrepancy is discovered. |
| | | The Contractor shall maintain and operate the Equipment Receipt Control Register, or a similar data base that provides at least the same data elements and capabilities. Data elements include, but are not limited to, D-Voucher number, date received, item noun of first line item, number of line items, sending organization, consignee and mail code, daily total of D-Voucher numbers assigned and number of line items. | 2,760<br>D-Voucher numbers assigned per month. | Data base shall be kept current at all times. |
| | | If equipment meets criteria for tagging, the Contractor shall affix a NASA NEMS tag to the item. | 3,200 tagging actions per year. | Hand carry receiving documents and appropriate copies to the Property and |

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| | | The Contractor shall annotate the receiving documentation with the ECN number and the item's serial number of the attached tag for each line item on the document. | | Equipment Branch daily. |
| | | If equipment does not meet the criteria for tagging, the Contractor shall affix a NASA Form 1517, Property of U. S. Government decal to the item and annotate "Meatballed" on the receiving document. | Nothing additional. | Nothing additional. |
| | | The Contractor shall etch items that bar code tags cannot be affixed to. | | |
| | | If equipment is delivered directly to the customer's building without inspection, the Contractor shall inspect and tag equipment at the delivered location. | Nothing additional. | Complete process on the same workday as receipt. |

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| **9.14.6** | **Warranty Administration** | | | |
| | | The Contractor shall be responsible for warranty administration of U.S. Government property. | Average warranty cases per annum 240 | Warranty actions to be initiated with vendor, manufacturer or original contractor within 3 workdays of notice of equipment failure. |
| | | At the point of receipt, the Warranty Administrator shall affix a warranty label, SSC Form 558A onto the property. He/she shall obtain two copies of the operations and maintenance manuals. One set of manuals shall be forwarded to Central Engineering Files (CEF) for permanent retention. The second set of manuals shall be sent to the user. | | |
| | | When an item of U.S. Government property fails that is under warranty, the Warranty Administrator verifies the original procurement information through the equipment control records. He/she then interfaces with the vendor, manufacturer or original contractor to resolve the problem. He/she is responsible for insuring that the DD1149 is properly executed and is responsible for follow up with the custodian of the property to make sure the problem has been resolved. | | |