Ministry of Defence

JSP 886
THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

VOLUME 2
INVENTORY MANAGEMENT

PART 7
RECEIPTING OF NON-INVENTORY ITEMS PURCHASED
VIA THE PURCHASE TO PAYMENT (P2P) SYSTEM

VERSION RECORD		
Version Number	**Version Date**	**Version Description**
1.0	9 Jun 08	Initial Publication.
1.1	12 Feb 10	Changes to Ownership and Points of Contact.
1.2	11 Jul 12	Reformat and Amendment to Points of Contact.
1.3	05 Feb 13	Minor Changes to Format and POC.

Contents

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CHAPTER 1: INTRODUCTION

PURPOSE

1.   The purpose of this instruction is to describe the processes and procedures for receipting non-inventory goods and services (referred to as items from this point forward) onto the Purchase to Payment (P2P) system. It contains brief reference to the sequence of events within P2P that precede receipt of goods and services into the Defence Joint Support Chain (JSC) and briefly covers discrepancy procedures where they differ from existing regulations.

INTRODUCTION

2.   DE&S has introduced new purchasing business processes that enable electronic commerce with trading partners in accordance with Government guidelines. Two information systems, Purchase to Payment (P2P) and Defence Electronic Commerce System (DECS) support these processes. P2P is a commercial off-the-shelf (COTS) package (Oracle 11i). This will enable contracts to be managed and purchase orders to be placed more effectively and contractors' bills to be paid promptly. P2P will also reduce the amount of paper involved in these processes. DECS provides the electronic interface between P2P and trading partners' systems.

3.   The new purchasing processes cover the entire purchasing cycle from requisitioning of goods and services (both managed in the DE&S various Inventory Stores Management Systems (ISMS) and all other purchasing outside of ISMS) through to payment authorisation by the Defence Bills Agency (DBA). For the purposes of the P2P implementation project only, these are known as "inventory" and "non-inventory" requisitions. P2P therefore facilitates online ordering, receipting and authorisation of supplier payment based on submission of commercial invoices.

4.   Central to the success of P2P are the efficient operation of the P2P system and processes and the awareness of users of their role in P2P. Roles and responsibilities have therefore been defined to provide descriptions of end user and system management roles. From the definition of roles and responsibilities role-based user guides have been developed and these support end users in the tasks that comprise the P2P process. However, a number of the P2P tasks have dependencies on information that is managed outside of P2P. For example, identification of a buy requirement and the storage and subsequent issue of goods delivered to a warehouse are outside the boundary of the purchasing cycle. The success of P2P is dependent on the quality of information that is managed outside of P2P and on the timeliness with which the information is made available to P2P. Therefore, MOD needs to define and introduce procedures for managing this information.

5.   Because P2P is a commercial electronically linked procurement process, some traditional manual processes will cease. In particular, MOD Form 640, DEFFORM 300 and AG173 will be phased out as contracts are migrated onto P2P. Contractors will instead submit a new delivery label / form that will contain the information necessary for MOD to "receipt" goods and services. It should be noted that this receipting is in addition to receipting of inventory items to bring them to account. The final design of this label/form has yet to be formally agreed by the Confederation of British Industry (CBI) but will be the DEFFORM 129J as specified in DEFCON 129.

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6.   P2P allows for delivery via an intermediate consignment point eg, Defence Storage and Distribution Centre (DSDC) or direct to the demanding unit. However, this instruction is not mandating any change in policy regarding direct delivery; existing policy and the associated contracts will determine whether items are delivered direct to units, not P2P or this instruction.

OWNERSHIP AND POINTS OF CONTACT

7.   The Policy, Processes and Procedures described in the Defence Logistics Support Chain Manual (JSP 886) are owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.

8.   This instruction is sponsored by the Defence e-Procurement Service (DES DePS) who should be approached in case of technical enquiries about the content:

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Tel: Mil@: 9355 28246. Civ: 01225 828256
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9.   Enquiries concerning the accessibility and presentation of this instruction should be addressed to:

DESJSCSCM-SCPol-JSP886 Editorial Team
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GLOSSARY

10.   A glossary of Support Chain terms is available in JSP 886 Volume 1 Part 1A.

LINKED PUBLICATIONS

11.   This instruction covers a recently introduced method of purchasing within DE&S. The Purchase to Payment (P2P) programme is being implemented on an incremental basis and further instructions will be developed in line with the demands that the P2P implementation programme places on the Defence Supply Chain and its Suppliers. This instruction is in support of the following linked publications:

    a.   Materiel Regulations for the Army (Mat Regs):

        (1)   Volume 1 Pam 1 Part 1: Supply of Materiel.

        (2)   Volume 1 Pam 2 Part 1: Management and Accounting for Materiel in Units – Manual Systems.

        (3)   Volume 1 Pam 2 Part 2: Management and Accounting for Materiel in Units UNICOM.

        (4)   Volume 1 Pam 5: Stocktaking, Managerial Examination of Accounts, Audit and Closure of Unit Accounts, and Losses of Materiel.

    b.   Air Publication 830.

     (1)   Annex A to Leaflet UG 7/4 – Receipts from Contractors.

c.   RN Regulations.

     (1)   BR96: Regulations for the Royal Navy; Materiel Accounting and Storekeeping Manual – Part III, Chapter 3.

     (2)   BR1029 (3): Regulations for the DLO/WSA; Materiel Accounting Instructions – Chapter 9.

     (3)   P2P User Guide.

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CHAPTER 2: PROCESS

P2P PROCESS

1.   The process steps that are required following the identification of a non-inventory purchase using P2P are defined as follows:

a.   **Requisitioning.** For items approved for purchase using P2P and not managed on ISMS, a non-inventory requisition can be raised on P2P for financial approval. For new requirements not managed on ISMS, a non-inventory requisition will be raised and approved direct in P2P. Non-inventory requisitions must be financially approved before they can be sourced against a contract and an order created.

b.   **Purchasing.** When a contract has been negotiated, it will be set up on P2P. Subsequently, Purchase Orders (PO) can be raised and sent electronically to the Supplier.

c.   **Receipting.** This is the process whereby items are checked, accepted and the details entered into P2P.

d.   **Invoice Processing and Authorisation of Payment.** When the 3 way match[1] is completed successfully on P2P the payment is automatically authorised and made to the Supplier from the DBA Bills 3 System and confirmation received in P2P.

e.   **Defence Financial Management System (DFMS) Accounting.** P2P General Ledger (GL) journal transactions and Fixed Asset (FA) transactions are exported to DFMS via interfaces.

2.   Purchases through P2P can be made to meet any identified requirement from any source including demands submitted to the Supply Chain (in accordance with existing procedures). The Order Manager (see Paragraph 17a) will decide whether a purchase order is raised via P2P dependent on whether or not the contract is managed on P2P. The current policy which requires all items of supply to be codified still applies and in this context the Order Manager is responsible for identifying repeat orders and the submission of appropriate items of supply for codification.

3.   The delivery, receipting and payment process for P2P items is identified in the following paragraphs and the flow chart at Annex A.

DELIVERY

4.   This instruction is restricted to "non-inventory" items that are not managed on ISMS but are ordered direct, using P2P. These items can be delivered direct to a unit or via a DSDC and this detail will be included in contractual agreements. Procedures for items delivered direct to a unit will be slightly different to those supplied via a DSDC (see Paragraphs 19 to 24).

5.   Each item order is assigned a Unique Order Identifier (UOI) code that will be recorded in P2P. The breakdown of the UOI is as follows:

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[1] 'Three-way matching' is the process of comparing the Purchase Order, Receipt and Invoice to see if they match.

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a. **Purchase Order.** This code provides a link back to the PO header that references the Supplier information and the total value of the order.

b. **Purchase Order Line.** This code provides a link back to the PO Line that contains the item, quantity and price.

c. **Shipment.** This code provides a link back to the PO Shipment that contains "deliver to" address, need-by-date and promise date.

A typical UOI would be '193/1/2' where 193 is the PO, 1 is the PO Line and 2 is the Shipment.

6.   Two copies of a delivery label/form or equivalent will always support the supply of items. The mandatory information to be recorded on the delivery label/form is the UOI and the Quantity.

7.   Delivery could be partial, full, under or over and there will be occasions when discrepancies will need to be addressed. The action to be taken is described in Paragraph 51 of this instruction.

ROLES INVOLVED IN THE RECEIPTING PROCESS

8.   P2P requires 2 roles to effect receipt: the 'Receipter' and the 'Order Manager'. This instruction introduces a new role called 'Handler'. A brief description of these roles in the context of the Receipting Process is as follows:

a. **Order Manager.** Manages orders i.e. creates, tracks and maintains purchase orders for non-inventory items. It is essential for the Order Manager to have access to P2P.

b. **Handler.** Acts as the initial 'delivery point' for non-inventory items. Additionally, performs quantity and quality checks on the items before they are receipted into P2P. The Handler could be an intermediate consignment point, a unit, someone within an IPT as an end user or any other agent for the MOD, eg, for ex-works the agent collecting takes on the role of Handler. It is not essential for the Handler to have access to P2P.

c. **Receipter.** Creates and maintains receipts for non-inventory items on the P2P system. A Receipter could be at a consignment point, within a PT or at any designated P2P Receipting Point. It is essential for the Receipter to have access to P2P.

9.   It is permissible for one individual to be responsible for more than one P2P user role subject to adherence to existing regulations on separation of duties and levels of independence.

DELIVERY OF GOODS VIA AN INTERMEDIATE CONSIGNMENT POINT

10.   Most deliveries of goods will be via an intermediate consignment point such as a DSDC or a Defence Regional Distribution Centre (DRDC) (previously known as a Distribution Outlet (DO)). The individual accepting delivery at that point takes on the responsibilities of the Handler (described in Paragraph 17b) and is to carry out the quantitative and qualitative checking process described in Paragraphs 33 to 38 and Appendix 1 to Annex A.

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11.   If the individual accepting delivery of the goods also has the P2P Receipter role they are to follow the receipt process described in Paragraphs 39 to 45 and Appendix 2 to Annex A.

12.   If the individual accepting delivery of the goods does not have the P2P Receipter role they are to notify the P2P Receipter / Order Manager (by fax, signal, e-mail or by forwarding the first copy of the delivery label / form) that the goods have been satisfactorily delivered. It is essential that this notification quotes the UOI and Quantity for receipting in accordance with Paragraphs 39 to 45 and Appendix 2 to Annex A.

13.   Where appropriate, goods are to be forwarded to the end user with the second copy of the delivery label/form attached. Existing onward transmission processes and procedures are to be followed.

DELIVERY OF GOODS TO A DEMANDING UNIT OR END USER

14.   When goods are supplied to a demanding unit or end user the individual accepting delivery takes on the responsibilities of the Handler (described in Paragraph 17b). On acceptance, the Handler is to forward to the appropriate P2P Receipter (where identified on the label) or focal point as identified in Annex B, either:

   a.   One copy of the delivery label.

   OR

   b.   Electronic notification of receipt by fax, signal or e-mail, especially where reliability of postal service is in doubt. It is essential that this notification quotes the UOI and Quantity for receipting in accordance with Paragraphs 39 to 45 and Appendix 2 to Annex A.

15.   Where goods are to be brought to account a second copy of the delivery label / form is to be retained as the receipt voucher and for accounting and audit purposes. If only one copy of the label / form is with the item (when items are delivered via an intermediate consignment point) the receipting unit is to retain a photocopy as a receipt voucher.

DELIVERY OF SERVICES

16.   PO for services must include the acceptance criteria for the service being provided and this could include a requirement for notification to be sent to the Supplier once the service has been satisfactorily delivered. The individual responsible for acceptance of delivery of the service (usually the individual for whom the service has been provided) takes on the responsibilities of the Handler (see Paragraph 17b).

17.   If the individual accepting delivery of the service also has the P2P Receipter role they are to follow the receipt process described in Paragraphs 39 to 45 and Appendix 2 to Annex A.

18.   If the individual accepting delivery of the service does not have the P2P Receipter role, that individual is to notify the P2P Receipter / Order Manager that the service has been satisfactorily delivered. This notification must quote the UOI and Quantity for receipting in accordance with Paragraphs 39 to 45 and Appendix 2 to Annex A.

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SUMMARY RECEIPTING PROCESS

19. A PO is raised on P2P and sent electronically to the Supplier via DECS.

20. The Supplier delivers the items to the Handler at the agreed delivery address.

21. The Handler performs the Quantitative and Qualitative Checking Process (Paragraphs 33 to 38 and Appendix 1 to Annex A).

22. If the items successfully pass through the Quantitative and Qualitative Checking Process then a decision will have to be made regarding who should perform the P2P Receipt.

    a. If the Handler is the same person as the P2P Receipter then the Handler/Receipter performs the P2P Receipting Process (Paragraphs 39 to 45 and Appendix 2 to Annex A).

    b. If the Handler is not the same person as the P2P Receipter then the Handler should forward a copy of the delivery label / form or equivalent to the P2P Receipter who then performs the P2P Receipting Process (Paragraphs 39 to 45 and Appendix 2 to Annex A).

23. When the P2P Receipting process has been completed, a 3-way match should occur and DBA (as the Accounts Payable Function) performs the Payment Process (Paragraphs 46 to 50 and Appendix 3 to Annex A).

QUANTITATIVE AND QUALITATIVE CHECKING PROCESS

24. The Handler receives one or more items.

25. The Handler performs a quantitative check on the items.

26. If the items supplied do not match the quantity (eg, 5 boxes) on the delivery label/form or equivalent then the Handler advises the Order Manager, quoting the UOI and Quantity involved. The Order Manager will investigate and advise the Handler on the appropriate action.

27. If the items supplied do match the quantity on the delivery label/form or equivalent then the Handler performs an initial qualitative check on the items in accordance with local procedures (at this stage it may only be possible to perform a visual check dependent on the items delivered).

28. If the items do not pass this initial qualitative check (eg, broached or damaged packaging) then the Handler advises the Order Manager, quoting the UOI and Quantity. The Order Manager will take corrective action.

29. If the items pass the initial qualitative check then they are passed through to the next stage of the process.

P2P RECEIPTING PROCESS

30. The P2P Receipter keys the receipt information (UOI and Quantity) into P2P. The same result can be achieved by scanning the barcode on the label where scanners are provided.

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31.   If the quantity entered in the receipt line is less than or equal to the quantity specified on the original order line then passage to the Payment Process can take place.

32.   If the quantity entered in the receipt line is greater than the quantity specified in the original order line (ie. items delivered and received exceed the quantity specified) then the P2P Receipter advises the Order Manager, quoting the UOI and Quantity.

33.   The Order Manager determines whether the extra amount should be accepted or returned to the Supplier.

34.   If the Order Manager advises that the additional items are to be returned to the Supplier:

a.   The Order Manager is to contact the current holder of the items and arrange for them to be returned to the Supplier.

b.   The P2P Receipter will record the full amount received and enter a comment against the line that it is an over-delivery and some items are to be returned. (Once the items have been returned the P2P Receipter will use the "Return Items" functionality to record the transaction but this is outside the scope of this instruction).

c.   Proceed to the Payment Process.

35.   If the Order Manager advises that the additional items are to be kept and the existing order line is to be amended:

a.   The P2P Receipter is to save the receipt with the additional quantity received.

b.   The Order Manager is to amend the shipment line on the original order.

c.   Proceed to the Payment Process.

36.   If the Order Manager advises that the additional items are to be kept and a new order line is to be created:

a.   The Order Manager is to create an additional shipment line on the order and advise the P2P Receipter of the new shipment details.

b.   The P2P Receipter is to reduce the receipt where the over-receipt was initially recorded and create a new receipt from the new shipment line.

c.   Proceed to the Payment Process.

PAYMENT PROCESS

37.   On dispatch of the items the Supplier may then submit an invoice electronically.

38.   The invoice is automatically imported into the P2P system awaiting input of receipt details and completion of the 3-way match.

39.   If the 3-way match is successful then the invoice is authorised for payment. P2P duly instructs DBA Bills 3 to make payment against the Supplier invoice.

40.   If the 3-way match is unsuccessful the DBA will investigate the mismatch through the Order Manager.

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41. The Late Payment of Commercial Debts (Interest) Act 1998 stipulates that a Supplier should receive payment within 30 days of delivery of the item, or date of invoice whichever is the later. For purchases made using P2P this 30 day period commences as soon as a contractor delivers to an MOD authorised end user or an intermediate consignment point e.g. DSDC. It is therefore essential that the actions described in this instruction are completed as quickly as possible.

DISCREPANCIES

42. Discrepancies that arise for P2P items are to be actioned as follows:

   a. **Services.** Any discrepancy in the service provided compared with the contractual requirement is to be reported to the Order Manager (if possible) or the focal point identified in Annex B, quoting the UOI and Quantity.

   b. **Goods:**

      (1) For goods delivered direct to the end user, discrepancy details are to be submitted, quoting the UOI and Quantity, to the appropriate Order Manager or focal point for investigation.

      (2) For deliveries that do not correspond to the PO, the error is to be reported, quoting the UOI and Quantity, to the Order Manager for investigation and resolution. Any amendments to P2P are to be input as appropriate and:

         (a) In exceptional circumstances, the goods receipted and returned to the supplier in accordance with the P2P Receipter User Guide.

         OR

         (b) The order amended, goods receipted and forwarded to the end user in accordance with the P2P Receipter User Guide.

   c. Any deliveries where the goods appear to be damaged and not considered fit for use are to be treated in accordance with current procedures and details are to be provided to the appropriate Order Manager or focal point quoting the UOI and Quantity. One copy of the delivery label / form or equivalent is to be retained for accounting and audit purposes.

   d. **Registers.** Manual discrepancy registers must be maintained in accordance with existing single-Service procedures where no electronic equivalent is available.

MATERIEL ACCOUNTING

43. Goods are to be accounted for by the end user in accordance with current materiel accounting regulations. This includes the maintenance of discrepancy registers and the reporting requirements for associated losses and write-off.

AUDIT TRAILS

44. For purchases made using P2P it is acceptable to use the electronic record to meet audit requirements. However, where there is no direct access to P2P and alternative methods of communication are used to notify receipt/discrepancy etc. a full auditable record is to be maintained. Whenever possible this should be an electronic record, (fax,

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signal, e-mail, etc.) quoting the UOI and Quantity or hard copy if no electronic means is available.

45.   Retention of auditable records and documentation is to be in accordance with existing regulations.

FINANCIAL ACCOUNTING

46.   Financial accounting for items supplied using P2P will be an automated system process feeding data to DFMS.

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ANNEX A: SUMMARY RECEIPTING PROCESS FLOW CHART
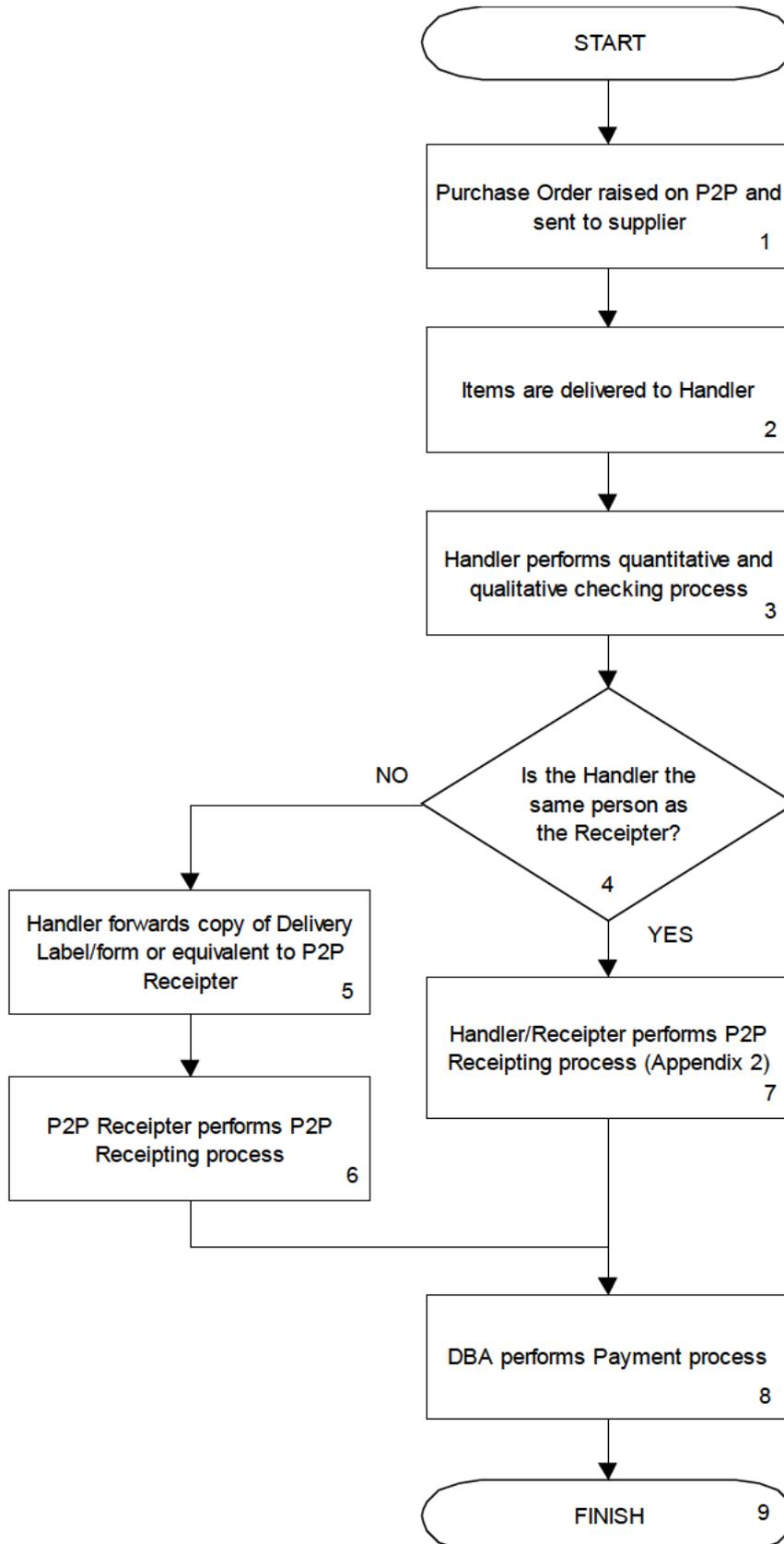
```
                        ┌──────────────┐
                        │    START     │
                        └──────┬───────┘
                               │
                               ▼
                   ┌──────────────────────────┐
                   │ Purchase Order raised on  │
                   │  P2P and sent to supplier │
                   │                        1  │
                   └──────────┬───────────────┘
                              │
                              ▼
                   ┌──────────────────────────┐
                   │ Items are delivered to    │
                   │ Handler                   │
                   │                        2  │
                   └──────────┬───────────────┘
                              │
                              ▼
                   ┌──────────────────────────┐
                   │ Handler performs          │
                   │ quantitative and          │
                   │ qualitative checking      │
                   │ process                3  │
                   └──────────┬───────────────┘
                              │
                              ▼
                          ◇ Is the Handler
           NO  ◄────────── the same person as
                           the Receipter?  4
                              │
                              │ YES
                              ▼
```

Step 4: Is the Handler the same person as the Receipter?

NO → 5. Handler forwards copy of Delivery Label/form or equivalent to P2P Receipter

→ 6. P2P Receipter performs P2P Receipting process

YES → 7. Handler/Receipter performs P2P Receipting process (Appendix 2)

8. DBA performs Payment process

9. FINISH

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APPENDIX 1 TO ANNEX A: QUANTITATIVE AND QUALITATIVE CHECKING PROCESS
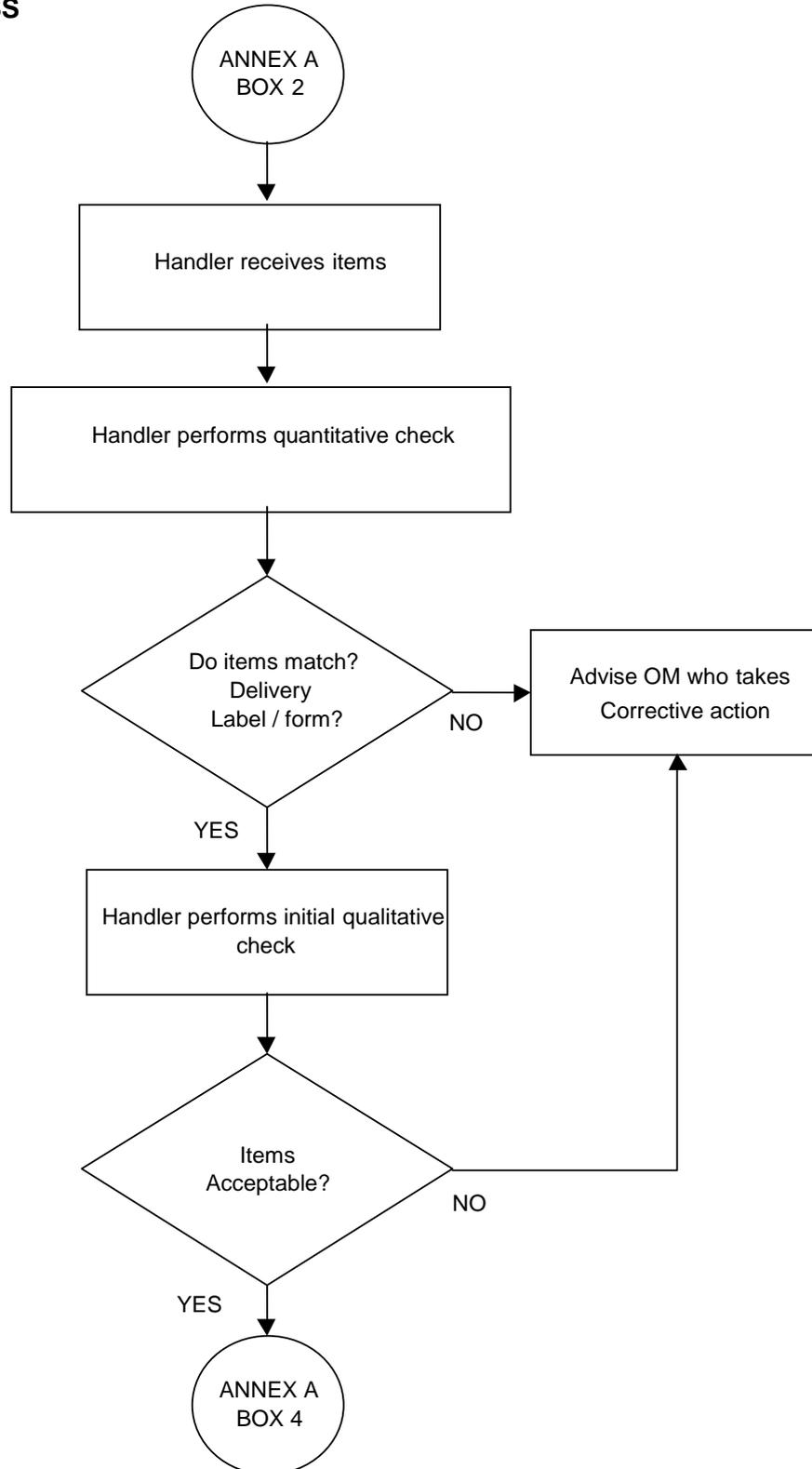
```
                    ┌──────────────┐
                   (   ANNEX A     )
                   (    BOX 2      )
                    └──────┬───────┘
                           │
                           ▼
              ┌─────────────────────────┐
              │   Handler receives items │
              └────────────┬────────────┘
                           │
                           ▼
         ┌──────────────────────────────────┐
         │ Handler performs quantitative     │
         │ check                             │
         └────────────────┬─────────────────┘
                          │
                          ▼
                  ╱ Do items match? ╲
                 ╱    Delivery       ╲──── NO ───►  ┌──────────────────────┐
                 ╲   Label / form?   ╱              │ Advise OM who takes   │
                  ╲                 ╱               │ Corrective action     │
                       │ YES                        └──────────▲───────────┘
                       ▼                                       │
         ┌──────────────────────────────────┐                 │
         │ Handler performs initial          │                 │
         │ qualitative check                 │                 │
         └────────────────┬─────────────────┘                 │
                          │                                    │
                          ▼                                    │
                  ╱  Items         ╲                           │
                 ╱  Acceptable?     ╲──── NO ──────────────────┘
                 ╲                  ╱
                       │ YES
                       ▼
                  ┌──────────────┐
                 (   ANNEX A     )
                 (    BOX 4      )
                  └──────────────┘
```

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APPENDIX 2 TO ANNEX A: P2P RECEIPTING PROCESS

```
        ( Annex A    )   ( Annex A )
        ( Box 5      )   ( Box 6   )
                 |            |
                 +-----+------+
                       |
          ┌────────────────────────────┐
          │ Key or scan receipt/return  │
          │ information (UOI and QTY)    │
          │ into P2P                     │
          └────────────────────────────┘
                       |
                    ◇ Quantity in
                      Receipt Line
                      > Original        ── YES ──▶  ┌──────────────────────────┐
                      Order Line? ◇                 │ Refer to Order Manager to │
                       |                            │ determine whether extra   │
                      NO                            │ quantity to be retained or│
                       |                            │ returned to supplier      │
                       |                            └──────────────────────────┘
                       |                                         |
                       |                                    ◇ Retain extra
      ┌──────────────────────────┐   ◀── NO ──              amount? ◇
      │ Order Manager arranges    │                              |
      │ for return of items to    │                             YES
      │ supplier                  │                              |
      └──────────────────────────┘                         ◇ Create new    ── YES ──▶
                       |                                      shipment
      ┌──────────────────────────┐                           line? ◇
      │ P2P Receipter records     │                              |
      │ whole amount received and │                             NO
      │ enters comment about      │                              |
      │ items to be returned      │                              |
      └──────────────────────────┘                              |
                       |                     ┌──────────────────────────┐   ┌──────────────────────────┐
                       |                     │ P2P Receipter saves P2P   │   │ Order Manager creates new │
                       |                     │ Receipt with additional   │   │ shipment line on P2P PO   │
                       |                     │ quantity received         │   │ and advises P2P Receipter │
                       |                     └──────────────────────────┘   └──────────────────────────┘
                       |                                  |                              |
                       |                     ┌──────────────────────────┐   ┌──────────────────────────┐
                       |                     │ Order Manager amends      │   │ P2P Receipter corrects    │
                       |                     │ original shipment line on │   │ original receipt and      │
                       |                     │ P2P PO                    │   │ creates new receipt from  │
                       |                     └──────────────────────────┘   │ new shipment line.        │
                       |                                  |                  └──────────────────────────┘
                       +──────────────────────────────────+──────────────────────────────┘
                       |
                 ( Annex A  )
                 ( Box 8    )
```

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APPENDIX 3 TO ANNEX A: PAYMENT PROCESS
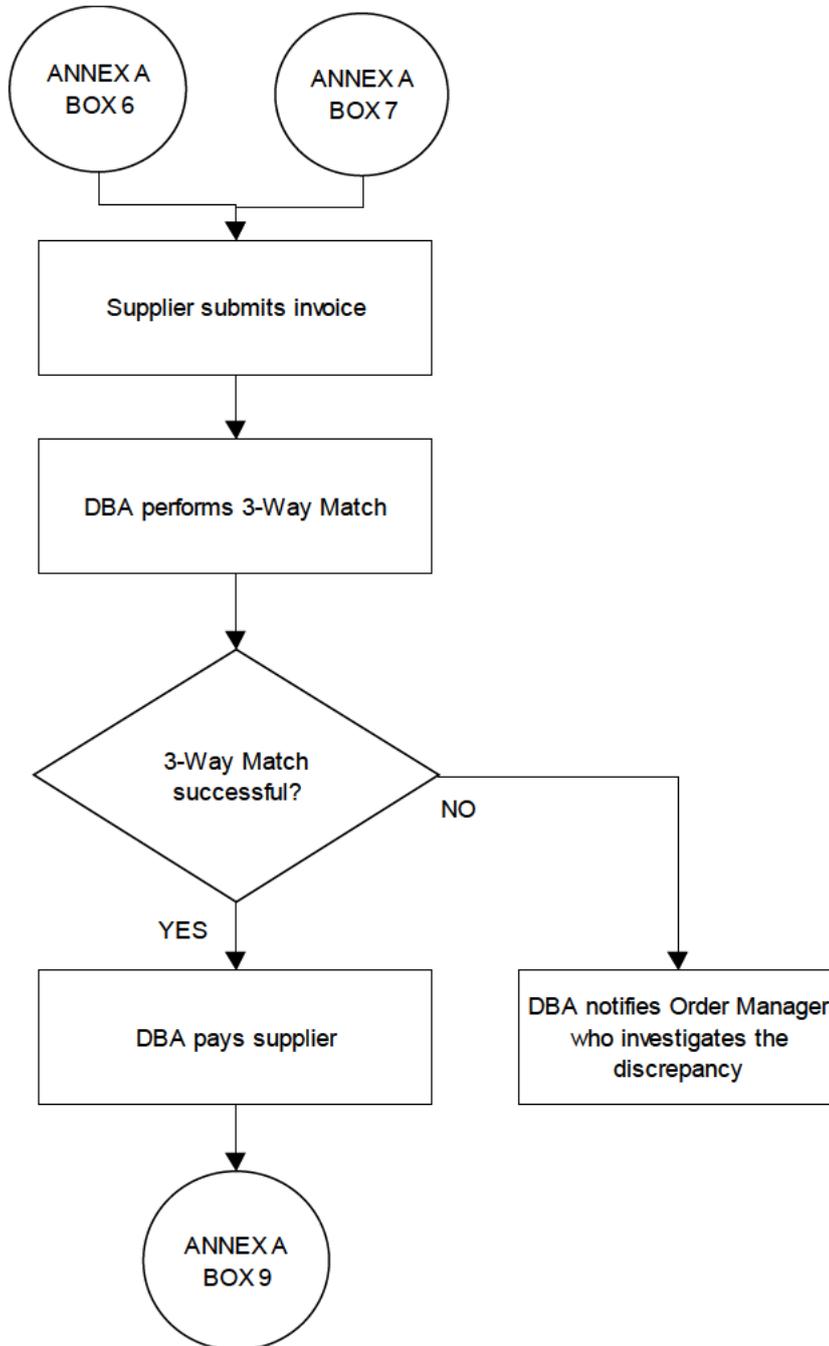
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ANNEX B: ORDER MANAGEMENT FOCAL POINTS

ES (LAND):

Onward Transmissions
E1 Traffic
LSC BICESTER
OX25 2LD.

Telephone: Bicester Mil: 94240 Ext 3035 (out of normal hours Ext 3064).
Civ: 01869 257035 (01869 257064). Facsimile: 01869 257999.

ES (AIR):

BI Dev P2P
Room U016, Bennett Pavilion
RAF Wyton
Huntingdon, Cambs, PE28 2EA.

Telephone: Wyton Mil: 95371 Exts 5636, 4086, 5687 or 5640.
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