

Receipt of Goods/Services

1. When goods and services are received by UNDP in accordance with the terms and condition set out in the contract or PO, a receipt is entered in ATLAS to record this event. It is important that the receipts be entered promptly in ATLAS when the goods and services are actually received. It is mandatory to enter receipts in ATLAS within 48 hours of actual receipt of goods and services, so that the expense and asset recognition is done correctly in accordance with UNDP accounting policy.
2. When UNDP procures “services”, receipts must be entered in ATLAS on the date when services are a properly rendered according to the contract and accepted. For services such as individual contracts (IC), it is important to enter receipts when actual deliverables are achieved against milestones, if any, defined in the contract, e.g. submission of reports, assessments, certain number of hours etc. If the contract runs for a longer period of time, but several deliverables or payments are agreed upon, then receipts occur at each deliverable. For instance, for a six month IC with monthly payments for which a PO has been raised, a portion equivalent to the monthly payment needs to be received each month before the payment of the IC.
3. Prompt receipt of goods in ATLAS also determines when to capitalize an item (for capital assets) and also facilitates evaluation of vendor performances
4. Careful attention to Incoterms under which goods are being procured is required, as this will also dictates the date when the receipts are to be entered in ATLAS. For example, if the goods are being procured under FOB-shipping point basis, then the risk of losses during the shipping is transferred to UNDP as soon as the vendor hands over the goods to the shipper. Thus, the “receipt date” on which the goods are deemed to be received by UNDP will be the date when goods were handed over to the shipper. A receipt must be entered in ATLAS immediately even though the actual goods have not arrived at the destination. However, a physical verification of such goods on actual arrival must be carried out, recorded and uploaded to the Documentation Management System.