



The Abdus Salam  
International Centre for Theoretical Physics



To: All staff

Date: 2009-06-03

From: E. Jost

Administrative Services & Security Officer

Subject: Delivery control - Reception of goods

This is to remind you of the current procedures for the acceptance/delivery of goods and services at ICTP, as follows:

1. The Mail Office at Fermi Building is the ICTP Main Delivery Acceptance Point (ext. 559), with LB InfoPoint and Guesthouses as secondary, in case it is more practical to deliver goods directly to those buildings;
2. The Procurement Office is responsible for assuring the correct delivery of goods ordered by means of Requests for Procurement/Purchase Orders.

**IMPORTANT: All delivery documents (receipts of couriers, delivery notes, accompanying invoices) and all invoices must be immediately forwarded to the Mail Office/Delivery control Office, Fermi Building, whenever received for any reason. The Mail Office will register such documents and forward the originals to Procurement (delivery docs) and Invoice Control (invoices).**

Please do not keep original delivery notes/invoices in your office.

Please do not send invoices directly to Finance or Procurement.

If these documents are not sent out properly:

- a) the Procurement Office will be unable to correctly follow up delivery of orders;
- b) it will cause incomplete information in the procurement programme and therefore create difficulties in finding out details on past arrivals (for guarantee purposes for ex.);
- d) it will create inconveniences in the inventory process, as all inventoried items need to be reported with their delivery and invoice details.

In case of any doubt, kindly contact the Procurement Office (ext. 664-506 - e-mail: procure@ictp.it).

Thank you for your kind collaboration and attention to this matter.