

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

21.99.99.P0.05 **Central Receiving**
Revised (July 20, 2010)
Next Scheduled Review (July 2011)

1. PURPOSE

- 1.1 The purpose of Central Receiving Warehouse is to provide a central point of delivery for goods purchased by the University to facilitate the efficient delivery by carriers and the issuance of necessary receiving reports.

2. PROCEDURES – RECEIVING SHIPMENTS

- 2.1 All Purchase Orders issued to vendors for goods shall provide instructions for shipment to be delivered to the Central Receiving Warehouse located on corner of Reba Bland Evans @ Ann Preston Street. However, goods that meet the definition of a hazardous material may be delivered directly to the recipient department.

- 2.2 Upon receipt of goods from outside carriers, a receiving report is prepared for all items received. (A) The receiving report lists the date of the shipment, shipping tracking number, number of packages, the carrier used, employee name, procard/purchase order number, and vendor name. This log is completed for every package that is received in the Central Receiving Warehouse. The shipper's tracking number is the tracking number listed with the courier to identify and track the package through out delivery. This number is assigned from the original courier of the product. The number of packages document how many packages are received under this tracking number. The courier indicator lists the courier used to deliver the package to Central Receiving Warehouse (UPS, Fed Express...), the employee name is the employee who made the delivery of goods from warehouse and the date is the date package was delivered. The procard/purchase order identifies the purchase order number or the use of a procard to purchase items. Copies of all receiving reports are provided to the Assets Coordinator at the end of every month for reconciliation of packages received and delivered.

- 2.3 To deliver packages a Delivery Receipt (B) is filled out completely to document the delivery and receipt of packages to various departments. Delivery Receipt includes Shipper's tracking number, Delivery Courier, Date Received, Contact Name, Department, Vendor, Description of Package, Purchase order Number or Comments. The shipper's number is the tracking number assigned by the original shipping department or courier service. The delivery carrier is the original shipper of the package who delivered to Central Receiving Warehouse. Date received is the date package was received into Central Receiving warehouse.

The contact name is the name listed on the purchase order or the shipping address. This could be the contact information listed with the procard as well. It is the goal of Central Receiving to deliver packages within two to three business days. Anything beyond three days is out of compliance for central Receiving. Delivery of packages is delayed whenever the Purchase Order number is not properly displayed on the outside of the package. Delivery Receipts are delivered with a copy of the packing list attached to the package when available or provided by the vendor. When delivered to the department, someone must sign for the package and a customer's copy is given to the department. A signed copy of the Delivery Receipt is electronically forwarded to Accounts payable daily via email to Accounts Payable to confirm receipt of goods to department. Only copies that pertain to a purchase order number will be forwarded via email to Accounts Payables. Copies of all delivery receipts for the month are filed with the Central Receiving Office. The delivery reports are reconciled by the Warehouse Supervisor with the receipt log for every month and forwarded to the Asset's Coordinator at the end of every month.

- 2.4 Packages received that do not have a purchase order or contact information associated with them are referenced back through the shipping company for information to the department or person who placed the original order with the vendor. If we are not able to obtain information from the vendor we will contact the Purchasing Department to ask if there are any open contracts for purchasing with the vendor listed with the package. Accounts Payable would be the last effort to ask if any payables are due to any vendors that have not been paid, and vendors are requesting payment for delivery to Prairie View A&M University. Other research and means may be necessary to help facilitate the final delivery to the department or end users for delivery.

3. PROCEDURES – RETURNING PACKAGES

- 3.1 Departments needing to ship a purchased item back to the vendor may do so by facilitating the cost and courier with the original vendor. Arrangements between the original vendor and the receiving department must cover date, time method and any cost associated with returning package to vendor. The department requesting a return to the original vendor must provide a return authorization number to Central Receiving for shipping. Central Receiving is not responsible for any cost associated with returning packages to original vendor. Central Receiving only houses packages and assists in loading packages to the courier decided by department and vendor. Packages will be documented to confirm date picked up, courier used, and packing list associated with package and receiving information for courier. A copy will remain with Central Receiving Warehouse and copy will be sent to original department on campus.
- 3.2 Departments desiring to utilize Central Receiving to return a purchased item back to the vendor may do so by bringing the package (shipment ready) to the Central Receiving Office.
- 3.3 When a package is returned to the vendor, the original department is responsible for notifying Accounts Payable to cancel payment for the returned item.

Contact Office: Central Warehouse (936) 261-1926 or 1927