



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 63.03: Central Receiving and Shipping

DATE: May 5, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines to facilitate delivery and handling of shipments made to and from the university.

REVIEW: This OP will be reviewed in May of every fourth year by the Chief Procurement Officer and the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Receipt of Merchandise

a. Freight Shipments

Central Warehouse will be responsible for receiving and distributing shipments to requisitioning departments. Warehouse personnel are responsible for checking for visible damage and certifying for the correct number of cartons before accepting the shipment.

Shipments consigned (addressed) to a requisitioning department may not be accepted in Central Warehouse unless arrangements have been made to do so. The shipment will be evaluated with regard to size and content to ensure that personnel and equipment available to Central Warehouse are sufficient to safely accept and/or deliver the load. The requisitioning department will be notified if the shipment cannot be handled and will be advised to make alternate arrangements. Requisitioning departments will be notified when acceptable shipments have arrived and a pick up time or delivery time will be arranged. Requisitioning departments will be assessed a delivery charge after the shipment is transported to the department.

b. Parcel Post

Packages received at MailTech are delivered to Central Warehouse for distribution to the proper department.

c. Voluminous and Heavy Shipments

When Central Warehouse does not have sufficient staff and/or equipment to unload or set in place a large or heavy shipment, the requisitioning department is responsible for arranging for outside services. Warehouse personnel will notify the department when such a shipment is received. Requests for services to be provided by off-campus personnel must be coordinated through Procurement Services.

d. Hazardous Materials Shipments

The Office of Environmental Health & Safety will be responsible for receiving all hazardous materials shipments. They will direct the delivery of the shipments to the requisitioning department. Central Warehouse will direct any hazardous materials shipments to Environmental Health & Safety, who maintain a chemical inventory within the warehouse.

e. Foreign Shipments

All foreign shipments of goods and equipment must be coordinated through Strategic Acquisition and the TTU assigned customs broker.

https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/Foreign_Goods_and_Equipment_Purchasing_Guidelines.pdf

2. Delivery of Merchandise

- a. Every effort is made to complete delivery to the requisitioning department within 24 hours following receipt of the shipment by Central Warehouse.
- b. If a vendor duplicates shipment or ships the wrong merchandise, the requisitioning department will accept delivery from Central Warehouse then notify the strategic acquisition specialist in Procurement Services to coordinate disposition of the shipment with the vendor.
- c. If delivery is made in error to a department other than the requisitioning department, notification should be made immediately to Central Warehouse in order for the merchandise to be picked up and delivered correctly.

3. Damaged Shipments

- a. As shipments arrive damaged, Central Receiving will make a notation of such damages on all copies of the freight bill. The freight bill will be attached to the delivery receipt and forwarded with the shipment to the department. The department should notify the vendor in writing stating details of the damage and attach the freight bill in order for the vendor to file claim with the carrier; courtesy copies of the correspondence should be forwarded to Payment Strategies at payment.services@ttu.edu.
- b. All shipments received by the requisitioning department from Central Receiving should be inspected promptly for concealed damage. If concealed damage is found, request the freight bill from Central Receiving and call the carrier for an inspection. Carrier damage inspections must be requested by the department within fifteen (15) days of delivery to the university; otherwise, the carrier will not assume liability. The department must retain the damaged merchandise along with the shipping container and packing materials until the carrier makes an inspection. After an inspection is made, notify the vendor in writing, attaching the freight bill and inspection report to the correspondence, in order for the vendor to file claim for damages. Courtesy copies of correspondence should be forwarded to Payment Strategies at payment.services@ttu.edu. If assistance is needed concerning damages, contact Strategic Acquisition at purchasing@ttu.edu.

4. Shortage on Shipments

- a. All freight bills noted with shortages will be attached to the delivery receipt and forwarded to the requisitioning department. Usually, packages are located by the freight company and

delivered to Central Receiving on a "dead-head" freight bill to complete delivery of the shipment within a week.

- b. If the requisitioning department receives shipment with a discrepancy in the quantity received, packing list, and freight bill, allow three days for a follow-up shipment to cover the shortage. After this time, the department should contact the vendor concerning the shortage.

Courtesy copies of correspondence should be forwarded to contact Strategic Acquisition at purchasing@ttu.edu.

5. Outgoing Shipments

- a. MailTech/Central Warehouse will facilitate outgoing shipments. The *Outgoing Shipments* form (see attachment) must be completed for all shipments. The department sending the shipment will be expected to package or crate and properly address the shipment.
- b. The department will pay charges for transportation of a shipment unless the shipment is designated to be sent collect. If the shipment is to be insured, the amount should be specified.
- c. United Parcel Service (UPS) shipments are insured for \$100 per carton. Special requirements such as additional insurance, first day air, second day air, collect and call tags should be designated on the *Outgoing Shipments* form. Shipping and Receiving will charge the shipping department a nominal fee to defray UPS account maintenance expense.
- d. Merchandise or equipment purchased on a *Purchase Order* should not be returned to the vendor without approval from Procurement Services and the vendor. No purchase order, or any part, may be canceled or returned without prior approval of Procurement Services and the vendor. Procurement Services will handle approved cancellations and advise all interested parties. After permission is received to return merchandise, the department will prepare the merchandise for shipment and an *Outgoing Shipments* form, then notify Central Receiving to pick up the merchandise to complete shipment.

6. Items not to be Delivered to Central Receiving

The department should make arrangements directly with the vendor for delivery of items that may be more effectively handled by the department involved such as:

- a. Food products and kitchen supplies procured for one of the kitchens other than through Procurement Services;
- b. Laundry and dry cleaning items;
- c. Items to be picked up for repairs or cleaning and returned to the original location by the vendor; and
- d. Scientific or specialized equipment without prior arrangements.

[Attachment: Outgoing Shipments](#)