

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Shipping and Receiving
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RECEIVING

GENERAL GUIDELINES

When shipments are delivered to the campus dock by a common carrier or the United Parcel Service or other private delivery service, they are handled by the Mail Room personnel. Shipments are signed for, logged on daily delivery sheets, delivered to the ordering department as soon as possible and are signed for by a member of the ordering department. Daily delivery sheets and bills of lading for received items are kept on file for 12 months after the delivery date.

UNUSUAL DELIVERIES

When items are too large or too numerous for available personnel to handle, the situation is immediately referred to the ordering department for directions and assistance. In instances where Plant Department personnel must assist, work orders must be processed and delivery costs are charged to the ordering department.

FURNITURE ORDERS

Because the Ann Arbor mail vehicle is not intended as a bulk transporter, all furniture deliveries from University Stores (except for occasional single item orders), must be arranged through Plant Department work orders or common carriers.

DAMAGED ITEMS

Received shipments are delivered to departments in the packaging in which they are received. It is the responsibility of the ordering department to arrange for unpacking and assembly, if required. If upon unpacking, an item is discovered to have damage, **THE ORDERING DEPARTMENT MUST CONTACT THE SHIPPER WITHIN FIFTEEN DAYS OF DELIVERY** in order to have restitution made or other services rendered. Copies of the shipper's bills of lading are

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available from Shipping and Receiving; packing slips are delivered with shipments.

Obviously damaged shipments are refused if the degree of damage is obvious and warrants refusal. The ordering department is notified of the action taken and advised to call the shipper and/or vendor for follow-up action.

TO SPEED UP DELIVERY OF YOUR ORDER

When ordering items from a vendor, please request that they address shipments to a specific campus department or building address or person. Also request that the purchase order number be included on the address label and packing slip. Delays to on-campus delivery are usually caused by insufficient delivery address information.

If your department has placed an order for which there is urgent need, prompt delivery can be facilitated by sending a copy of the purchase order or requisition to Shipping and Receiving.

C.O.D. SHIPMENTS

All collect-on-delivery shipments will be refused unless prior arrangements have been made with Shipping and Receiving. A check, payable to the appropriate party, must be provided to Shipping and Receiving prior to the anticipated delivery date. It is the responsibility of the ordering department to establish the acceptable method of payment to the vendor or delivery person.

LARGE PACKAGES

United Parcel Service is the least expensive way to ship parcels up to 150 pounds. The package must be less than 108 inches in length, and less than 130 inches in length and girth (circumference) combined.

Both surface and air service offer a maximum \$100 per parcel insurance at no additional charge. Insurance for declared value over \$100 is currently \$.35 per \$100 of value.

To ship a parcel by United Parcel Service, use a mail slip marked "UPS" with the shortcode to be charged, a description of the contents and estimated value. Parcel preparation is the responsibility of the sending department.

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There is an additional \$7.00 or \$11.00 charge by U.P.S. for the initial parcel pickup each week depending on the volume of packages shipped..

ITEMS 150 POUNDS AND OVER

Arrangements are to be made by the sending department with a freight line (common carrier) which services the required destination point. Standard bill of lading forms are available from Shipping and Receiving. Crating or packaging is to be arranged for by the sending department.

Contact Tim Southward at extension 3-5480 if you have any questions relating to shipping or receiving.