

Shipping / Receiving

Effective 6/1/02

1. All shipping and receiving is handled by Building Services manager (room 1304). If he is not present, items are received in the main office.
2. During business hours, there will be drop offs by various delivery companies - UPS, FedEx, DHL, etc.
3. All Psychological & Brain Sciences Staff can sign for a package in case Building Services manager is unavailable to receive it at the shop. Please be sure before you sign to check that the number of packages included on the delivery document is the number of packages received. If staff other than Joe receive the package, the following procedures must be followed:
 - a. Check for special instructions such as "place in freezer" or "refrigerate upon arrival". Those items must immediately go to the fridge/freezer in the shipping cage.
 - b. If the box is too large to store there, then it must be hand delivered immediately to the addressee. Please call them to pick up or take the delivery to their office/lab.
 - c. If you sign for a "regular" delivery, it must be taken to the shipping cage for storage until the addressee picks it up.
4. Once the package is received, the packing slip must be located. It is usually on the outside of the box in a clear envelope, if not, the box must be opened to locate the packing slip. PLEASE BE CAREFUL when opening the box! There can be hazardous materials, fragile items or other items that could cause injury if you are not careful opening the box and retrieving the packing slip.
5. If no packing slip exists, one must be created. You can copy the front label on the box if size permits, if not, copy all the information from the label onto a piece of paper including all dates and label "packing slip".
6. Once the packing slip has been located or created, it must be stamped. There is a stamp in the shipping cage for receiving. This stamp is adjusted for the date. Please make sure the date is correct and stamp and sign all packing slips.
7. Procedures for routing packing slips:
 - a. Forward the ORIGINAL packing slip to the Financial Area.
 - b. For packing slips with "SB" number: route ONE copy to Inventory Control area.
 - c. Stamp ONE copy with stamp labeled "Received by , date " (on the desk in the shipping cage) and place box with item(s) and stamped packing slip on shelf for pick up.
 - d. Notify the recipient that their package has arrived (recipient name may be on the packing slip. In not, check the packing slip for a "PO" number. This may

reference the grant Low Value number. That number will tell you whom it belongs to or check the Low Value/PO binder in the financial area to see who ordered the item).

- e. When recipient comes to pick up their delivery, have them sign and date the copy of the packing slip that has been stamped. This copy is kept by the Shipping/Receiving Manager in the accordion file on the desk in the shipping cage.
 - f. The final unstamped copy of the packing slip is given to the recipient with their box.
8. Sometimes free items are sent from vendors to various faculty. If that is the case the vendor will enclose a packing slip saying "free" or "samples" in the PO number area. We do not need to go through receiving procedures for these items. Just notify the recipient and they can pick up the box.