

Central Receiving Procedures

GENERAL

The Central Receiving Section will provide receiving, shipping, and delivery services for University of Texas at El Paso academic and administrative departments. The receiving and delivery procedures contained herein are designed to assure prompt delivery of material to the requesting department and to provide the necessary control to insure that the requested material has been received and accounted for and to provide for prompt payment to vendors. The activities of the Central Receiving Section will be coordinated with those of the Inventory Office to insure that inventory item materials are accounted for as they are received.

Services performed by the Central Receiving Section include the following:

- Delivery Acceptance
- Material Review
- Delivery to Departments
- Shipments from UTEP
- Material Pick-Up

Within the central receiving department, only personnel specifically authorized by the Central Receiving Supervisor may accept merchandise on behalf of University of Texas at El Paso.

DELIVERY ACCEPTANCE

1. **General:** Receive from vendors and carriers materials obtained by University of Texas at El Paso purchase order.
2. **Correct Address:** Shipments will be accepted only when clearly addressed to the University of Texas at El Paso.
3. **Collect Charges:** Shipments forwarded with freight Collect charges should not be accepted without the approval of the Purchasing Agent.
4. **Carton/Container Count:** The correct number of parcels as specified by the delivery document must be present before delivery will be accepted. If a discrepancy exists, a signed notation documenting the discrepancy must be obtained from the delivering agent prior to acceptance of the delivery. If it can be determined that there is definite damage to the contents of a parcel, a joint inspection of the material shall be performed by the delivering agent and Central Receiving prior to acceptance of the delivery. Where, however, the damage is such that the entire value of the goods is destroyed, the shipment may be refused. Any damaged or refused shipment will be immediately brought to the attention of the Purchasing Office. The damaged material, its container and all packing will be placed in a holding area.
5. **Non-Acceptable Materials:** Materials delivered on a promotional or advertising basis will be accepted only when clearly addressed to University of Texas El Paso and its employee for whom the material is intended. The material will be forwarded to the person to whom it is addressed

without further processing by Central Receiving. Individuals expecting shipments of this type should notify Central Receiving in advance and with its estimated time of arrival. Delivery of such items will be at the discretion of Central Receiving.

6. **Non-Acceptable Materials:** Materials of a large or unusual shape and personal packages should not be accepted for off-loading at Central Receiving. Certain materials by their nature should be delivered directly to the requesting department. The following are examples of such items:
 - Bulk Petroleum
 - Materials for Non UTEP Entities
 - Perishable Food Materials of an Artistic Nature
 - Compressed Gasses without special arrangements
 - Radioactive Materials without special arrangements
 - Live Animals
 - Any other items at the discretion of the Central Receiving Supervisor.

7. **UPS Deliveries to Campus:** February 23, 1993.

MATERIAL REVIEW

1. **General:** Central Receiving shall perform the receiving inspection to determine quantity delivered, review material to determine if it corresponds to the specifications of the purchase order and inspect for concealed damage. This does not apply to office supply products.
2. **Processing of Materials:** Materials will be processed through Central Receiving on a first received-first delivered basis unless the nature of the material dictates special handling. Partial and complete shipments will be processed in an equal manner.
3. **Quantity Delivered:** Cartons will be opened as necessary to determine that the correct item quantity as specified by the vendors packing memo and University of Texas at El Paso Purchase Order is present. High count items may be counted by the number of packages.
4. **Review of Specifications:** Delivered material will be reviewed to determine if it corresponds to the specifications of the Purchase Order. Note: This inspection is not intended to replace any technical inspection to be performed by the requesting department prior to final acceptance of the material. The requesting department will have three working days to contact Central Receiving concerning any problems related to the delivered material. For further clarification, please refer to the Departmental Acceptance section of this manual.
5. **Inventory Items:** Items requiring a University of Texas El Paso Inventory tag will be set aside and the Inventory Section notified. Such items will be tagged and placed on the applicable inventory prior to delivery to the department. This may add processing time contingent on the schedule of the inventory department.
6. **Concealed Damage:** Delivered material will be checked for concealed damage (damage which is not detected until the material is removed from its container). If concealed damage is discovered, the damaged material, its container, and all packing will be kept in a holding area

until an inspection is made. If at time of inspection, it is determined that material will need to be expedited an Order Follow-Up Request form will be completed.

7. **Order Follow-Up Request:** Any discrepancy discovered will immediately be brought to the attention of the Expeditor via the "Order Follow-Up Request". Duplicate and over shipments will likewise be brought to the attention of the Expeditor via the "Order Follow-Up Request" and the material will be retained in a holding area.
8. **Receiving Report:** The preparation of a Receiving Report will serve to record the receipt of materials.
9. **Radioactive Material/Compressed gas:** Material of this nature will be moved at once to a holding area and the University Safety Officer notified. After the shipment has been determined to be safe, it will be processed and delivered by the Safety Officer on a priority basis.
10. **Priority Material:** Material of the following nature will receive priority status in processing and delivery:
 - A. Materials arriving on ice or frozen.
 - B. Isotopes
 - C. Live Material
 - D. Any package labeled with refrigeration or special handling instructions.

DELIVERY TO DEPARTMENTS

1. **General:** Deliver material to the requesting department, and make a receiving report available to Accounts Payable for payment.
2. **Delivery Schedule:** Normal deliveries of material to requesting departments are expected to be made within 48 hours (2 Days) of receipt at Central Receiving unless the nature of the material dictates special handling.
3. **Delivery Record:** The Receiving Report serves as a receipt of materials by the department. For each delivery the driver will be required to obtain the signature of the individual accepting the delivery for the department. It is imperative that departments do not detain delivery personnel by opening cartons and inspecting materials, but to verify only that the correct number of packages has been presented for delivery. Delivery personnel will not stock shelves or supply cabinets, install office machines, or assemble materials.
4. **Hidden Damage:** Damage that is not outwardly visible and is only detected after the material has been delivered and technically inspected by the requesting department should be reported to Central Receiving will then initiate an "Order Follow-Up Request" advising the Expeditor of the damage. The damaged material, along with all containers and packing, should not be disposed of until inspection has been made and disposal instruction received from the delivering agent and vendor.
5. **Departmental Acceptance:** The requesting department will have three working days to contact Central Receiving concerning any problems related to the delivered material. If any discrepancies are discovered, the department needs to notify accounts payable to stop payment.

6. **Storage:** Items received by Central Receiving should be delivered within 48 hours unless special handling is required. It is the responsibility of the requesting department to make storage arrangements for all shipments.

SHIPMENTS FROM UNIVERSITY OF TEXAS AT EL PASO

1. **General:** Central Receiving shall provide assistance to departments having a need to ship materials or equipment from University of Texas at El Paso.
2. **Parcel Post Shipment:** Outgoing shipments suitable for Parcel Post should be processed by the department directly to the Mail Service without involving Central Receiving.
3. **Motor Freight Shipment:** Central Receiving will process and schedule motor freight shipments. Departments should make arrangements with Facilities Services for packing and crating as needed. Departments requiring assistance will do so in writing or via e-mail and include the appropriate Account Number for all resulting charges. Central Receiving will mark each copy of the Freight Bill or Bill of Lading with the Department name and account number. For information call (915) 747-7149.

MATERIAL PICKUP

Pick-Up Shipments or Direct Shipments: On rare occasions, a department will have the necessity to pick up a shipment or have the shipment delivered directly to the department from the vendor. At time of pick up or delivery, the department becomes responsible for executing the receiving process. If the item requires an inventory tag, the department will need to meet with the inventory department to get the inventory tag.

For information on what items require an inventory tag go to <http://finsvcs.utep.edu/Inventory/InventoryManual.htm>.

If the items were purchased using a PO, the department will inspect the goods to ensure correct item, quantity, and non-damage. The department needs to notify Account Payable to pay vendor using the invoice or packing slip by signing and writing (Ok to Pay). Any other questions should be directed to accounts payable.

If the items were purchased using a ProCard (VP7) the department should follow receiving procedures as outlined in the respective procedures manuals for these processes.