

**Central Receiving
User's Guide**



Plant Services

Central Receiving User's Guide

Table of Contents

Section 1.	PURPOSE AND SCOPE	3
Section 2.	RECEIVING DELIVERIES	3
	2.01 Return of items to vendor	3
	2.02 Shortages	3
	2.03 Overages	3
	2.04 Office Supplies or Supplies in General	3
	2.05 All merchandise that comes to Central Receiving with department address.....	4
	2.06 Weapons and other exceptions	4
	2.07 Capital Outlay/All taggable movable property (707XXX)	4
	2.08 Contracts/Purchase Orders for service and maintenance agreements (Standing Order) .	4
	2.09 Vendor's Invoice with an official university purchase order number referenced	4
Section 3.	RECEIVING DIRECT FROM VENDOR, THIRD PARTIES (Prepaid).....	5
Section 4.	RETURNING MERCHANDISE TO THE VENDOR - FPARTRN	6
	4.01 Physical Receipt Discrepancies/Damages Identified By Budget Unit/Requesting Department	6

CENTRAL RECEIVING & SHIPPING

Section 1. PURPOSE AND SCOPE

Central Receiving is a centralized receiving depot for campus wide departmental support for receiving merchandise from vendors, third party manufactures and freight agencies. Receiving manages receipt of shortages, damages, hazardous materials, etc. Freight bills/packing slips are compared and verified according to purchase order item description and quantity.

Section 2. RECEIVING DELIVERIES

Central Receiving:

It is the responsibility of Central Receiving to prepare a delivery document on packages received and deliver to the requesting department for inspection of merchandise. When items received are not in full conformity with specifications, the requesting department will complete a [Physical Receipt Discrepancy](#) document (indicating items and type of dispute) and submit a copy to Central Receiving and Business Affairs-Purchasing Section for review.

NOTE: *Delivery discrepancies and substitutions are not acceptable. Vendors must furnish in accordance with specifications as stated on the purchase order.*

2.01 Return of items to vendor

Requesting department must notify Central Receiving for return of those items that do not conform to purchase order requirements and/or damaged goods. Central Receiving will return the merchandise at vendor's expense and Business Affairs – Purchasing Section will facilitate the replacement of merchandise requested.

2.02 Shortages

It is the responsibility of the requesting department to contact the vendor to report any shortages in shipments. Partial shipments must be reported on an on-line Receiving (FPARCVD) for processing of payment.

2.03 Overages

When an increase in quantities is more than 10% of the amount ordered, the requesting department completes a [Purchase Order Cancellation/Change Document](#) and submits to Purchasing for review and processing.

2.04 Office Supplies or Supplies in General

Received and delivered directly to requesting department for quantitative and qualitative inspection. All office supplies are counted by requesting department and Complete, as well as, partial receiving should be processed timely.

Requesting department is responsible for processing receiving (FPARCVD)

2.05 All merchandise that comes to Central Receiving with department address

Received and delivered directly to requesting department unless requested by the department to be held. The boxes are not open unless the box is damaged and requesting department wants the box opened on their behalf while driver is still there.

Requesting department is responsible for processing receiving (FPARCVD)

2.06 Weapons and other exceptions

Should be delivered to Central Receiving. Such items are exceptions on Property Control policies and procedures and therefore need to be tagged as movable property regardless of cost.

Central Receiving is responsible for processing receiving (FPARCVD)

2.07 Capital Outlay/All taggable movable property (707XXX)

Should be delivered to Central Receiving for inspection and tagging according to mandatory State of Louisiana Property control requirements. These items are recorded on Acquisition Report with make, model, serial number, tag number and acquisition cost for each item. Then and only then are they delivered to the requesting department.

Computers must be delivered to Information Systems for set up. All computers are opened for tagging purposes if they are \$1000 or more, and then delivered to Information Systems for set up.

Central Receiving is responsible for processing receiving (FPARCVD)

NOTE: All returns to vendors for capital outlay items must be routed through Central Receiving for appropriate internal control and a “Physical Receipt Discrepancy” document submitted to Business Affairs-Purchasing Section.

2.08 Contracts/Purchase Orders for service and maintenance agreements (Standing Order)

It is the responsibility of the requesting department to process receiving on all operating services (703----) contracts.

Requesting department is responsible for processing receiving

These PO types are Standing Orders which require receiving to be processed on a Departmental Accounts Payable Voucher (check the block “AP Voucher”)and forwarded to Business Affairs-Accounts Payable for payment

2.09 Vendor’s Invoice with an official university purchase order number referenced

If a vendor erroneously encloses an invoice with shipment packaging or sends invoice directly to the requesting department, it is to be forwarded immediately to Business Affairs-Accounts Payable Section.

All receiving and delivery of packages must be completed in a TIMELY MANNER. This also applies to shipping/return of merchandise back to vendor.

Section 3. RECEIVING DIRECT FROM VENDOR, THIRD PARTIES (Prepaid)

1. Upon delivery, count and perform inspection of merchandise.
2. Verify descriptions, quantity and physical appearance of cartons, crates, drums, etc. per vendor packing slip/freight bill and official university purchase order specifications.
3. Note any and all discrepancies, shortages, or damages on the packing slip/freight bill. If an invoice was received, make a copy of the invoice, note any and all discrepancies on the copy. Retain packing slips, copy of freight bills and copy of invoices in Central Receiving file.
4. Have the delivery person sign Central Receiving's copy of packing slips, freight bills and copy of invoices verifying any discrepancies, shortages or damages. (Only when there are discrepancies).

NOTE: *Central Receiving will not accept a collect freight bill.*

5. Complete ***Physical Receipt Discrepancy*** document and route to Business Affairs–Accounts Payable Section along with vendor's original invoice. Send a copy of ***Physical Receipt Discrepancy*** document to Business Affairs-Purchasing Section and the requesting department.
6. Business Affairs-Purchasing Section will review the ***Physical Receipt Discrepancy*** document information and will negotiate with the vendor and/or carrier for resolution of replacement. If filing of claims associated with damages is justified, Business Affairs-Purchasing Section will notify Central Receiving of proper procedure to follow.
7. Central Receiving will secure the merchandise along with all original packaging in a designated location within the Warehouse pending instructions from Business Affairs-Purchasing Section.
8. Determine requesting department and delivery point from official university purchase order information.
9. Log all information on ***Receiving Log Sheet*** document.
10. Prepare a delivery document and route the merchandise to the appropriate requesting department.

NOTES: *All packages should be addressed to Central Receiving and/or have a visible Purchase Order Number. **DO NOT** accept packages addressed to Watson Library or Wallace Bookstore. These departments have their own receiving areas. **DO NOT** accept any packages addressed to any individual or employee. These packages were contracted to be delivered by the parcel service or freight agency. Receipt of these packages would probably delay their arrival to proper destination. Also, these packages may be of a personal nature and should not be accepted by Central Receiving.*

DO NOT sign a Collect Freight Bill that should be prepaid. Make sure the driver changes both copies to prepaid and signs your copy, if applicable.

Section 4. RETURNING MERCHANDISE TO THE VENDOR - FPARTRN

4.01 Physical Receipt Discrepancies/Damages Identified By Budget Unit/Requesting Department

When the Budget Unit/Requesting Department or designee determines:

- Items received do not meet official university purchase order specifications, shortages, overages or items were ordered in error
 - Items received show visible or hidden damages
 - Return of capital outlay items/tagged property must be coordinated with Central Receiving and Plant Services/Property Control Section.
 - Return of computers must be coordinated with Information Systems.
1. Budget Unit Head/Requesting Department completes a ***Physical Receipt Discrepancy*** document indicating items and type of dispute and submit a copy to Central Receiving, Business Affairs – Purchasing Section and Accounts Payable Section for notice in delay of delivery and payment pending discrepancy resolution.
 2. Business Affairs-Purchasing Section will coordinate with Budget Unit Head/Requesting Department to negotiate with vendor that the incorrect or damaged item(s) received will be returned and replacement item (s) should be shipped. Request from the vendor a return authorization number for Central Receiving to include on their return shipping label. If the vendor does not furnish a replacement in accordance with specifications, a ***Request for Cancellation/Change of Purchase Order*** document is completed by the Budget Unit Head/Requesting Department and routed to Business Affairs–Purchasing Section for processing.
 3. Budget Unit Head/Requesting Department will notify Central Receiving for pick-up of merchandise.

NOTE: *All packages must be sealed, ready for shipping, including shipping and return address in order for Central Receiving to accept package for return to the vendor. To expedite the process it may be beneficial for Budget Unit Head/Requesting Department to delivery packages to Central Receiving.*

If the Budget Unit Head/Requesting Department ordered the wrong item(s) and the vendor shipped per the purchase order specifications, the Budget Unit Head/Requesting Department is responsible for payment of shipping cost for the return and will complete an Interdepartmental Invoice and submit with shipping information to Central Receiving.

If receiving was processed prior to item(s) being returned, use FPARCVD to adjust the receiving entry. Processing of receiving remains pending until receipt of correct replacement item(s) are finalized. Item(s) may be cancelled and re-ordered.

4. Central Receiving picks up damaged merchandise and/or incorrect shipments from the Budget Unit/Requesting Department.

5. Central Receiving notifies vendor and/or carrier for return instructions and notifications of return.
6. Duplicate shipments are held in Central Receiving pending pickup/return. Merchandise with all original packaging is retained and secured in a designated location within the Warehouse.
7. Central Receiving refuses shipments at the dock if visible damages are evident on packaging. Central Receiving is responsible for filing claims for damages, if applicable. However, all official university purchase orders are FOB Natchitoches/Destination and therefore the vendor has liability for goods that are damaged during shipment and must resolve with the freight carrier.