
Receiving

Revised: 10.26.09

I. Policy

Facilities Central Warehouse (FCW), located on the west end of the campus in the Central Receiving building serves as the point of delivery from external means to the UND campus. This central site keeps truck and other carrier traffic to a minimum on the main campus to promote the safety of the campus population, by not blocking streets or interfering with pedestrian traffic.

II. Procedures

FCW is equipped to manually and mechanically **receive goods** for the campus. Goods are visibly checked for any exterior damage by the staff, quantities of goods are noted and the bill of lading signed. If **exterior damage** has occurred we may open the goods for further inspection and if necessary call the requesting department for their inspection. A decision is made to accept or refuse the goods from the carrier. Any exterior damage will be recorded on the bill of lading and the department notified of the damage.

III. Freights Charges

Freight costs not encumbered or pre-paid on the purchase order are the responsibility of the department. **Freight** invoices are sent to the department, which must be processed with a voucher and sent to Accounting Services for payment.

IV. COD

Goods sent cash on delivery (**COD**) must be arranged for by the requesting department. A check payable to the vendor in the exact amount obtained from Accounting Services must be provided to the FCW staff prior to the expected date of delivery. The department may be called to inspect the goods prior to the payment to the carrier if necessary.

V. Delivery

All goods received with correct addresses, including room number and building name will be delivered to the department by Campus Postal Services or Facilities. The requesting department **receives and accepts** the goods by signing the Campus Postal Services delivery log. Facilities will deliver if the quantity of goods is greater than 10 packages or weighs more than 70 lbs.

VI. Inspection

The requesting department is responsible for immediate **interior inspection** of the goods and verifying quantity received versus quantity ordered. If damage has occurred the department shall notify FCW and the vendor. The issue of damage and its resolution may involve the vendor and carrier. Products shipped FOB/UND, meaning goods are titled to UND at the FCW loading dock, may also involve an insurance agency. All damage resolutions are the responsibility of the department that ordered the goods.

VII. Returns

The vendor will offer instructions to the department on **returning goods** to them. This may include a "call tag" issued by the vendor to have the goods picked up or possibly a return merchandise authorization, (RMA), an identification number for the vendor's receiving center. Information such as shipping, associated costs, restocking charges, and packaging may be other instructions given by the vendor. Smaller goods are handled by Campus Postal Services for UPS, USPS, and Fed Ex shipping. FCW staff will assist in the return of larger items requiring the use of a carrier.

Phone:	701-777-4033
Fax:	701-777-3435
Address:	Central Receiving, Room 100 3701 Campus Road Grand Forks, ND 58202