

District Guidelines for Receiving Delivery of Merchandise

The following guidelines are provided to campus personnel relative to accepting merchandise at the campus from a supply truck, direct shipment from the vendor, or shipment from the district warehouse. Each campus should designate at a minimum two persons with the responsibility of receiving such shipments. There should always be someone designated to receive at the campus when it is open. These guidelines will be posted on the district warehouse webpage, and should be kept in a central receiving location at the campus.

When receiving merchandise at the campus, adhere to the following:

- Verify the correct shipping address on the cartons, packages, etc., which is located on the Bill Of Lading (BOL) and presented by the driver. If the address is incorrect, the shipment should be refused and the BOL returned to the driver.
- If the address is correct, check the product for a Packing Slip and inspect the shipment for any visible exterior damage to containers being delivered. If damage is detected, follow instructions referenced in "Damage/Discrepancies," below.
- If no visible damage is detected, verify the count of containers being presented for delivery against the BOL. Note any differences in count on the BOL; initial and date the BOL. Have the driver initial and date the BOL, then continue with the receiving process.
- Verify there are no empty containers in the shipment and that no factory seals have been broken or altered. If any discrepancy is noted, follow instructions referenced in "Damage/Discrepancies," below.
- Sign for the delivery, receive the documentation, and release the driver.
- Send copies of the BOL and Packing Slip to the P.O. requester and the Business Office.

Damage/Discrepancies:

- When visible damage is detected (e.g., empty boxes, altered or damaged seals, partially filled boxes, etc.), make a notation on the carrier's BOL describing the damage; then initial and date the BOL. Have the driver initial and date the BOL as acknowledgement of the damage.
 - If possible, take a photograph to document the nature of the damage.
- Contact the Purchasing Department for direction on accepting or refusing the shipment due to damage. The critical need for the product and/or the lead-time for replacement of the product, may be determinate factors in this decision.
- The Purchasing Department and/or the P.O. requester can determine if shipment should be refused or accepted.
- If the decision is to refuse the shipment, note such on the BOL, initial and date the BOL, make a copy of it for your records, and then present it to the driver.
- If the decision is to accept shipment, note the damage on the BOL and send a copy to the P.O. requester and Business office.