



**TENNESSEE
STATE UNIVERSITY**

**STANDARD OPERATING POLICIES
AND PROCEDURES
FOR**



RECEIVING AND SHIPPING


*Tennessee State University
Procurement Services
January 2018*

FORWARD

This manual contains the standard operating procedures for Receiving and Shipping operations. It is intended to present guidelines and practices necessary to accomplish an efficient and effective operation.

Any exceptions to these procedures including subsequent revisions shall be approved by the Director Procurement Services.

All employees are required to follow the practices and procedures set forth in this standard operating procedures, and is effective January 2018.

Approved:  _____

Joel L. Sims, Jr., Director, Procurement Services

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Procurement Services

MISSION STATEMENT

The mission of the University Procurement Department is to function as a central focus point for the purpose of purchasing supplies, equipment and services required by and in support of all departments and activities; and to ensure that quality of purchases are made at an economic, competitive cost; while adhering to sound ethical business practices; adhering to established purchasing policies and procedures to include those of the Tennessee Board of Regents and the State of Tennessee and to play a vital role in meeting the overall goals, objectives and mission of the University.

SECTION I - RECEIVING OPERATIONS

A. GENERAL

Unless otherwise indicated on the purchase order, all incoming shipments will be delivered to the University's Central Receiving Facility.

The following are required:

1. Check all packages against shipper's documents upon receipt.
2. Record on shipper's document observed unusual conditions of packing or other evidence of rough or faulty handling, with carrier's representative present, prior to acceptance and indicate condition on carrier's document.
3. Check all items to ascertain agreement with supplier's packing slip and receiving copy of purchase order.
4. Record all overage, shortages, damages and incorrect materials for accounting information.
5. Record receipt, identified as partial or complete on receiving copies of the purchase order (Receiving Report).
6. Deliver items to proper location.
7. Follow up and maintain accurate records.

B. DAMAGED SHIPMENTS

1. Incoming shipments that are noticeably damaged will be recorded on the shipping document.

2. Shipments that are damaged and are not known until the package or container is opened for inspection, will be reported immediately with complete details to:
 - a. Vendor,
 - b. Director Procurement Services or the Purchasing Agent.
3. All damaged shipments to be placed in designated area.
4. Notify others concerned as to receipt of the shipment, its quantity and condition.

C. PERISHABLE SHIPMENTS

1. Place items under refrigeration immediately upon delivery to Central Receiving.

Note: This does not apply to live research specimens, if refrigeration is not applicable.

2. Call and alert the department and make delivery within two (2) hours.
3. Live research specimens should not be placed or left on loading dock until delivered to the department. Live specimens will not be exposed to extreme heat or cold, i.e. mice.

D. RECEIVING REPORTS

A Receiving Report will be prepared on each shipment of supplies, materials or equipment received in the University. The following steps will be followed:

1. Prepare Receiving Report promptly.
2. Insure that information on the Receiving Report is accurate prior to delivery to department.

3. Obtain signature of the individual accepting items when delivered to departments.
4. Submit Receiving Report to Procurement Services within seven (7) workdays.
5. Initiate follow up action on shipments not delivered within 30 days after the delivery date.
6. Partially filled orders will be recorded on the Receiving Report and follow up action with the vendor for receiving remaining items.

E. INCOMING SHIPMENTS PROCESS

The carrier delivering shipments to the University's Central Receiving Facility is required to place shipment in the area designated as "Incoming Shipments". This area will be cleared immediately to be ready to accept other incoming shipments.

1. Place the date, purchase order number and the number of boxes or containers received using a black magic marker.
2. Shipments containing a purchase order number will be placed in the designated area "Shipment Ready for Delivery" and processed for delivery.
3. Shipments that do not contain a purchase order number on the outside of the box or container will be placed in the designated area "Shipment Without Purchase Order Number" for further processing.

4. Duplicate shipments will be placed in designated area, processed, coordinated with Purchasing Agent and returned to vendor at the vendor's expense. All duplicate shipments will be brought to the attention of the Director of Purchasing and Business Services. All duplicate shipments will be placed in designated area.
5. Shipments containing no purchase order but the name of an employee or department will not be released until proper identification and documentation is presented. These items will be placed in the area designated as "Shipments Without Purchasing Order Number".

F. PROMOTIONAL/ BONUS ITEMS

All items received as promotional or bonus becomes the property of the University. These items become a donation or gift to the University. A Gifts and Donation Acceptance form must be completed before the item is released or delivered to the department.

G. DELIVERIES BY EXPRESS CARRIERS

Express carriers should make delivery directly to the address indicated below:

Address: Tennessee State University
Central Receiving
3500 John A. Merritt Boulevard
Nashville, Tennessee 37209-1561

*Deliver directly to:
Central Receiving*

H. DELIVERY

1. Deliveries are made on a daily basis to departments.
2. Emergency and other deliveries having an urgent need will be delivered anytime.
3. The Receiving Report will show each time an attempt is made to deliver items when no one is available to accept.

I. EQUIPMENT TAGGING

1. All equipment will be tagged before leaving Central Receiving.
2. Exceptions must have prior approval of the Director of Procurement Services.

SECTION II - SHIPPING OPERATIONS

All items must be securely packed, boxed and crated before acceptance for shipping.

The following are applicable to shipping items:

1. Handling and shipping charges to be paid for by the department when returning an item due to their error.
2. Handling and shipping charges to be paid for by the vendor when due to their error.
3. Vendor will designate mode of shipping and provide a re-shipping number. Under no circumstances will an item be returned to a vendor without first obtaining a re-shipping number.
4. All returned items will be coordinated with the Manager of Central Receiving.
5. All costs associated with packing, shipping and transportation will be the responsibility of the department.
6. A record of all shipping or re-shipping will be maintained in Central Receiving.

SECTION III - MISCELLANEOUS MATTERS

A. BUILDING SECURITY

1. All doors shall be checked and secured upon leaving the building at the end of the workday.
2. Report all abnormal situations immediately to the Director.
3. Security alarm system will be activated upon leaving the building at the end of the workday.

8. KEY CONTROL

1. Keys to doors will be accounted for daily.
2. Vehicle keys be returned and placed in a secure area at the end of the workday.

C. PARKING

1. All privately owned vehicles will be parked in designated areas.
2. Parking in dock area or on the side of the Central Receiving Facility is prohibited.
3. All privately owned vehicles of employees must be registered with the Campus Police.

D. ADMINISTRATIVE REQUIREMENTS

1. All administrative requirements management forms will be coordinated through the Director or his designee.
2. All correspondence will contain the signature block of the Director.

E. RECORD MAINTENANCE

All records pertaining to receiving and shipping operations shall remain in the facility and be deposited in accordance with current policy.

F. REPORTS

Certain reports are required to be submitted to the Director. Type of reports to be submitted will be requested by memo.

G. UNIVERSITY EMPLOYEE POLICIES

Each employee is encouraged to read and become familiar with the Non-Academic Employee Handbook.

H. TELEPHONE ETIQUETTE

Telephone Calls will be courteous and polite. Telephone calls by voice mail will be returned within a reasonable time.

Policies and Guidelines Applicable to Standard Operating Procedures

Tennessee State University

- Purchasing Policies and Procedures Manual
- Property Management Policies and Procedures Manual
 - Purchasing "How To" Handbook
- Procurement Card Policies and Procedures Manual
 - Non-Academic Employee Handbook



Procurement & Business Services

3500 John A. Merritt Boulevard
Nashville, TN 37209-1561
Tel: 615/963-5181
Fax: 615/963-5192

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Buyer Information		
Contact		
Email		
Phone		
Purchasing Agent		

Order acceptance instructions:

Send order confirmation via email to procurement@tnstate.edu to include shipping date and purchase order number in the confirmation.

Supplier Information	Delivery Information	Shipping Instructions
Supplier Name Address Phone	Delivery Address Tennessee State University Contact Name: Phone No: Department: Building: Room No.: Central Receiving Facility 3500 John A Merritt Blvd Nashville, TN 37209-1561 United States ShipTo Address Code Delivery Information Requested Delivery Date Expedite No Ship Via Best Carrier-Best Way	Note to Supplier Per Quote Dated Supplier Terms and PO Terms and Conditions - Conditions Revised THE PURCHASE ORDER NUMBER MUST BE SHOWN ON ALL INVOICES, PACKAGES, SHIPPING DOCUMENTS, AND OTHER CORRESPONDENCE REGARDING THIS ORDER.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Conduct annual fire extinguisher and emergency light inspections for all 6 TN CAREs EHS centers			USD		USD
	Taxable No					
	Capital Expense No					

Shipping, Handling and Tax charges are calculated and charged by each supplier.

Total

USD

Billing Information	Billing Address
BILLING INSTRUCTIONS FAILURE TO INCLUDE PO NUMBER ON INVOICE WILL DELAY PAYMENT. Net 30 F.O.B. Origin Contract no value Pricing Code	Tennessee State University Accounts Payable PO Box 9627 Nashville, TN 37209 United States BillTo Address Code AP

Account Code

Quote number

TAXES

Tennessee State University is prohibited by state law from paying taxes of any kind. If an exemption certificate is required, please indicate on the invoice and the appropriate Exemption Certificate will be provided by Procurement and Business Services.

