



**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.

### **B. KEY CONTROL**

1. Keys to doors will be accounted for daily.
2. Vehicle keys must 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.
4. All University owned vehicles will be parked in a secure area.
5. University owned vehicles shall not be left unattended.

### **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. EVALUATION OF EMPLOYEES**

<u>Employee</u>	<u>Evaluated By</u>
Supervisor	Director of Procurement Services
Subordinate Employees	Supervisor

**H. LEAVE**

1. Forward all leave request to the Director for approval.
2. Forward leave request for employee with a recommendation to the Director for or against approval.

**I. UNIVERSITY EMPLOYEE POLICIES**

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

**J. TELEPHONE ETIQUETTE**

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

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## **Policies and Guidelines Applicable to Standard Operating Procedures**

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### **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.
<b>Buyer Information</b>		
Contact		
Email		
Phone		
Purchasing Agent		

#### Order acceptance instructions:

**Send order confirmation via email to [procurement@tnstate.edu](mailto:procurement@tnstate.edu) to include shipping date and purchase order number in the confirmation.**

Supplier Information	Delivery Information	Shipping Instructions
Supplier Name Address Phone	<b>Delivery Address</b> 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 <b>Delivery Information</b> 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.						<b>USD</b>
Total						<b>USD</b>

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

## TENNESSEE STATE UNIVERSITY

# || GIFTS AND DONATIONS ACCEPTANCE ||

(See reverse for instructions)

### SECTION I - DONOR

Company/Firm/Individual:	Address:
Contact:	Telephone:
Type Donation: <input type="checkbox"/> Cash: \$	<input type="checkbox"/> Equipment <input type="checkbox"/> Federal <input type="checkbox"/> Other
Estimated Value: \$	Restrictions:

### SECTION II - USER

Department	Contact	Telephone
University's need for the item(s) donated:		
Person having first knowledge of gift:		

### SECTION III - EQUIPMENT DESCRIPTION/ LOCATION

ITEM: (add additional sheet, if needed.)	Condition	Status	Available Space
	Excellent <input type="checkbox"/>	New <input type="checkbox"/>	Yes <input type="checkbox"/>
	Good <input type="checkbox"/>	Used <input type="checkbox"/>	No <input type="checkbox"/>
	Fair <input type="checkbox"/>	Operative <input type="checkbox"/>	Pending <input type="checkbox"/>
	Poor <input type="checkbox"/>	Inoperative <input type="checkbox"/>	
<u>Serial Number</u>	Location: Bldg./Room	<u>Account</u>	Facilin./Bldg. Code      Chargeable Account

### SECTION IV - COSTS ASSOCIATED WITH GIFT/DONATION

Cost to make Gift usable.	\$	Liabilities/lien associated with cost.	\$
Delivery and installation.	\$	Other ongoing expenses.	\$
Annual maintenance cost.	\$	All other costs.	\$

### SECTION V - ACCEPTANCE

Department Representative	Vice President for	Director of Development
Signature:	Signature:	Signature:
Date:	Date:	Date:

Accepted/Approved By: \_\_\_\_\_

President

j Date: \_\_\_\_\_

cc: Office of Development  
Procurement Services (Property File)