



## RECEIVING AND SHIPPING

All shipped items are delivered to the Warehouse, where they are received by the Administrative Assistant for Operational Services. An exception to this would be Just In Time (JIT) orders from Office Depot, which provides next day delivery to the requester's desk. Returns for vendors other than Office Depot are packaged and picked up from the warehouse. Items that are being sent via FedEx may be packaged in the appropriate envelope and left at the reception desk after calling FedEx directly to schedule a pickup.



"None of us is as smart as all of us."  
- Phil Condit

### Receiving (Administrative Assistant at the warehouse)

1. Counts boxes in each delivery, visually inspecting unopened boxes for damage, and noting this information on the receiving copy of the PO. A UPS shipping form is signed and dated and given back to the driver. If delivery is made by a carrier other than UPS, the delivery ticket is signed and kept in Receiving.
2. If damage is noted, the Purchasing Department is contacted immediately, and the delivery carrier is noted on the receiving copy of the PO.
3. If a box is approved for delivery, the Receiving Department's copy of the PO is initialed and dated, and the requester's name and location are written on the box(es) for SLOCOE's mail courier. The Receiving copy of the PO is sent to Purchasing.

### Shipping Via UPS or Federal Express

1. Items that are being shipped out, or returned to a vendor typically are picked up by UPS. Packages must be labeled and ready for pickup at the warehouse. If return delivery is guaranteed, the vendor's return label must be used. If a new package is being shipped out, the requester must provide the department and account line to be charged. The driver will leave a "call tag," or receipt, which will be forwarded to the requesting employee or to the Purchasing Department.
2. Items that are being shipped by Federal Express must be packaged in the appropriate envelope or mailer with an air bill preprinted with SLOCOE's account number. The requester must schedule a pickup (using contact information on the air bill), record the pickup number as assigned, and leave the package at the reception desk for pickup by the FedEx driver.

### After Orders Are Received, the Requester

1. opens each package and checks contents for completeness, matching items with the packing slip and purchase order. Any damaged, missing or incorrect items are noted on the packing slip, and the Purchasing Manager is contacted. Office Depot returns are handled via the Office Depot website and picked up.
2. sends the packing slip and/or invoice with a copy of the PO (all may be scanned and emailed) to Accounts Payable, which matches items with the Receiving copy of the PO and processes it for payment or partial payment. *Note: This step is important so that Accounts Payable (AP) may make partial payments on purchase orders.* Once an order is complete, the Receiving Department will note "Order Complete" along with the date on the packing slip and/or PO, forwarding it to Purchasing, where it will be approved for payment and forwarded to AP.
3. Items to be returned should be boxed with the vendor's return slip, labeled with the return label provided by the vendor, and sent to Receiving for UPS pickup. The Purchase Manager is always notified of items to be returned, or exchanged.

**Personal Orders** will not be received or processed at the warehouse without prior approval and coordination with Operational Services.

Got questions?  
Have you spotted  
an error or glitch?  
Call 782-7211.