

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 1

Date Issued: January 24, 2012

SUBJECT: Receipt and Processing of Incoming Shipments

PURPOSE: To provide instructions on the receipt of materials at CSU East Bay

I. OBJECTIVE

Shipping and Receiving's objective is to expeditiously

3. Purchase Card receipts are signature manifested. Normally purchase card deliveries are not opened. These types of receipts are opened only when there is no indication on the external

- Purchases orders are moved to the Receiving staging area to be received into PeopleSoft. Delivery shall be made within 24 hours after receipt at Receiving depending upon the department's availability.
 - Purchase card orders are staged for immediate delivery.
 - All Express shipments are moved to the delivery staging area for immediate delivery.
- C. Delivery personnel scan all packages out in the field as they are being delivered to the recipient. The following information is referenced: tracking number, recipient name, actual location where the material was delivered, and hard signature of the individual receiving the item.
- D. At the close of business, the Neopost PDA data is uploaded to the Neopost central system for permanent retention.

IV. DAMAGED SHIPMENTS

- A. Any damage to material discovered at any time, will be immediately reported to the Support Services Manager. For shipments where there is obvious damage (damaged carton or crate, etc.), the Receiving Clerk will call the attention of the carrier or vendor representative to the discrepancy.

and persons. They are collaborative, work related and/or