

## Receiving Freight

### How do we check in your packages?

1. Incoming shipments will be received and inspected by receiving personnel immediately after receipt.
2. The receiving inspection performed will include the following:
  - A careful comparison of the number of pieces received with the number listed on the freight bill.
  - Examination of the cartons for any evidence of damage.
  - Examination of the contents for obvious damage if cartons show any evidence of possible damage.
3. Notation of any shortage or damage will be made on the freight bill before it is signed and the carrier released.
4. If the receiving inspection has revealed any reason to suspect concealed damage, the requisitioning department will be notified and arrangements will be made for a thorough examination of the equipment by qualified personnel.
5. If either obvious or concealed damage is discovered in the inspection, receiving personnel will arrange for a damage inspection report to be completed by the carrier.
6. If concealed damages are detected after the shipment has been delivered by Receiving Services, departments should notify the Receiving Office immediately. *Remember, concealed damage claims must be filed with the carrier within 10 days of receipt of the freight in the Mail & Receiving Warehouse.*
7. A receiving document will be completed which will record all information pertinent to the shipment, including shortages or damages. Normally two copies of the "Receiving Report" will be prepared and distributed as follows:
  - Requisitioning Department; attached to the package(s) being delivered.
  - Requisitioning Department; for signature and return to Receiving for filing.
8. In addition to the normal distribution of the receiving report, whenever damage is involved Receiving Services will attach to the purchase order in UGAMart, the carrier's damage inspection report and the freight bill. The Buyer should promptly notify the vendor of the damage and will provide the vendor with the necessary documentation to support a claim against the carrier. It is the responsibility of the vendor to settle damage claims with the carrier whenever shipments are made "F.O.B. Destination".
9. "Collect" freight bills will be handled in one of the following manners, depending on the "F.O.B." terms.
  - If the terms of the purchase order authorizing the shipment are "F.O.B. Destination", receiving personnel will notify the department by phone that the shipment has arrived "freight collect" and if they want to accept the shipment they should notify the vendor requesting that freight charges be reversed.

- If the terms of the purchase order authorize the shipment are "F.O.B. Shipping Point", or if there is no record of any purchase order pertaining to the shipment, the department will be notified of the collect shipment. It will be the department's responsibility to either pay the collect charges or provide Receiving with a purchase order number against which the freight can be charged.
10. After the receiving inspection has been performed and the receiving report prepared, delivery specialist will redeliver small parcels to the recipient's specific campus address within 1-2 business days.
  11. Delivery to the requisitioning department will include moving the material to the on-campus location designated by the procurement requisition and obtaining the signature of a representative of the requisitioning department on the Receiving Report to acknowledge that the delivery has been satisfactorily accomplished.
  12. The requisitioning department is responsible for making final inspection of their merchandise.
  13. Exceptional shipments will not be received at Mail & Receiving Services when addressed to a University of Georgia department. Examples of such shipments are: live animals and radioactive materials.
  14. Please call (706-425-3270) or email [campmail@uga.edu](mailto:campmail@uga.edu) to make arrangements in advance for large oversized shipments that are being routed directly to Mail & Receiving Services. Dock operating hours are 7:30 am to 4:30 pm.