

DEPAUL UNIVERSITY



Shipping, Delivery and Receiving

Category: Financial Affairs

Responsible Department: Distribution Services

Responsible Officer: Vice President, Facilities Operations

Effective Date: 7/1/2017

Policy Summary

This policy outlines the University's standards for shipping, accepting delivery and receiving processes and responsibilities.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Budget Managers

This policy affects those with responsibility for spending university funds, including budget managers, ProCard holders/approvers and individuals with delegated spend authority.

Policy

SHIPPING

DePaul University generally expects that all shipments be made F.O.B. destination, which means that DePaul takes ownership of the goods at the point of delivery. Under F.O.B. destination, the vendor owns the goods in transit and is responsible for any claims (loss, damage, etc) that may occur.

In rare or special cases, F.O.B. origin may be an acceptable shipping method. In this case, DePaul owns the goods once they leave the shipping point or factory and is responsible for them while in transit. Departments may wish to investigate insurance or other options under this method. Contact Procurement Services to discuss options.

DELIVERY

The different types of delivery methods used by DePaul University are listed below.

Small Package Delivery

Many of the items ordered by DePaul employees are small enough to be delivered by UPS, Federal Express, USPS or another small package carrier. Employees placing orders should use the University's preferred vendor contracts to reduce costs of delivery. Initial receiving procedures for these packages are generally handled by Print & Mailing Services, who in turn redeliver the packages to the ordering department.

Inside Delivery

Inside Delivery should always be used for all goods that cannot be received by FedEx, UPS or USPS. The driver delivering the goods will take the items from the truck and place them on the dock. DePaul will then take responsibility for redistributing the goods to their final location.

Departments are responsible for contacting their respective campus Facility Operations office to determine dock hours and to arrange for this type of service prior to delivery being accepted.

Lincoln Park

Most Lincoln Park Campus buildings do not have loading docks or freight elevator accommodations. Departments must be sure to communicate this information to shipping company when making inside delivery arrangements so that they know what to expect when arriving to campus. The delivery company must be able to safely move all orders directly from the delivery truck to the appropriate departmental suite without additional assistance.

If this will not be possible due to an oversized shipment, please contact the Facility Operations office prior to placing your order to discuss what other moving options may be available on a case-by-case basis.

Delivered and Installed

If the delivered and installed delivery method is used, the driver will remove the goods from the truck and take them to their final departmental location. DePaul will often elect to purchase from a dealer, rather than direct from a manufacturer, because they will accept the initial delivery at their warehouse and redeliver and install the goods to DePaul.

Tailgate Delivery

Tailgate Delivery is used when the driver places the goods at the end of the truck and the recipient unloads and transports them to their final destination. This type of delivery is strongly discouraged since DePaul has no staff or equipment to assist with it. This method is only used if the supplier is unable to provide inside delivery service.

Failure to specify inside delivery or to provide advance notification to Facility Operations of the delivery may result in the delivery being refused. Departments are also reminded that employees or student workers, not hired specifically to perform logistic functions, are not allowed to unload trucks. Further clarifications or additional details can be directed to the Director of Risk Management, located in the Treasurer's Office.

RECEIVING

Since the University has no formal receiving department at any of its campuses, it is each department's responsibility to receive goods for its own area.

In order for the University to have any recourse with vendors or carriers, all shipments that are received must be inspected immediately for damage to the outside of the carton(s). Shipments must also be checked to ensure the number of packages received matches the number of packages that are being signed for on the delivery ticket and that they are all addressed to the receiving department. If the packages are short, the shortage should be noted and initialed by the delivery agent.

Once the delivery has been received, it should be immediately opened and inspected for shortages, damages, misshipments, etc. The vendor should be contacted immediately if there are any problems with the shipment. If the vendor is uncooperative in resolving the problem, Procurement Services should be contacted.

After the goods or services are delivered / completed, an invoice will be sent to Accounts Payable. Any person who is authorized to approve invoices for that department can approve invoices received with corresponding Purchase Orders in eProcurement. Invoices received in Accounts Payable that are non-purchase-order-related will be transmitted to the department for coding purposes and approval. Approval signifies the goods have been received in satisfactory condition and the amount charged on the invoice is correct.

Procedures

None.

Divisional Collaborations

Facility Operations
Print & Mailing Services

Contact Information

Distribution Services

(312) 362-8367
distributionservices@depaul.edu

Print & Mailing Services

(312) 362-8367

Facility Operations - Lincoln Park Campus

(773) 325-7377

Facility Operations - Loop Campus

(312) 362-8682

Appendices

[Shipping Terms Definitions](#)

History/Revisions

Origination Date: 02/01/1995

Last Amended Date: 07/01/2017

Next Review Date: N/A