



## **Receiving Warehouse Guidelines**

**405 East Garrard Rd.  
Starkville, MS 39759**

**662-325-2544 Phone  
662-325-4551 Fax**

**Monday - Friday 8 a.m. - 5 p.m.**



**MISSISSIPPI STATE UNIVERSITY™**  
**RECEIVING & PROPERTY CONTROL**

July 08, 2022



## MSU Receiving Warehouse

Location		Staff
The Station	Ron Verdell	Receiving Coordinator
405 East Garrard Rd.	Greg Colbert	Receiving Clerk
Starkville, MS 39759	Jeff Akins	Warehouse Clerk
(662) 325-7934	Charles Reed	Delivery Crewmember
	Jerry Powers	Delivery Crewmember
	Isaac Fenton	Delivery Crewmember

Unless otherwise approved, all freight ordered for the University will be received at Receiving and Property Control dock located at 405 East Garrard Road. The Receiving Station will only sign for/accept packages and freight addressed to:

405 East Garrard Road Starkville, MS 39759

If we cannot identify the recipient or department, the freight will be rejected. Include the purchase order number, department name, department's mail stop, phone number, or recipient's name on the shipping address label so that the purchasing department can be identified. This is especially true for procurement card purchases. **The recipient should be a full-time employee, not a student.**

Receiving & Property Control will perform an inspection of materials received as follows:

- ✓ Comparison of the number of pieces (pallets) received with the number listed on the freight bill.
- ✓ Make an examination of the cartons for any evidence of damage.
- ✓ Examination of the contents for obvious damage only if cartons exhibit any evidence of possible damage.

**Note:** *Receiving & Property Control will open packages only if damage to contents is evident or the shipping address label does not properly identify the purchase order number and/or the name of the individual or department to receive the ordered materials.*

Notification of any shortage or damage will be made on the freight bill by Receiving personnel before it is signed and the carrier is released. If the Receiving Warehouse suspects concealed damage, the purchasing department will be notified and they will determine whether the Receiving Warehouse accepts or rejects delivery of the shipment/materials.

If concealed damages are discovered in the examination, the courier will complete a damage inspection report. If concealed damages are discovered after the shipment has been delivered to the department, the department should contact Procurement and/or the vendor immediately. All containers and packaging

materials should be retained until inspection is made and disposal instructions from the carrier or vendor are received.

Depending on the carrier, concealed damage claims must generally be filed within 7-10 days of receipt at the Receiving Warehouse dock.

### **Direct Deliveries**

The Receiving Warehouse may not be able to receive certain materials that are large or of unusual shape or require special handling, e.g., hazardous materials, and that may require direct delivery to the purchasing department. Such arrangements should be requested on the requisition so that the purchasing department may designate alternate delivery arrangements on the purchase order.

The Receiving Warehouse will coordinate delivery of such items with the carrier and department upon arrival.

### **Collect Shipments**

Inbound shipments with collect charges will not be accepted unless prior arrangements have been made with the Receiving Warehouse. It is the purchasing department's responsibility to process the necessary payment documentation and to ensure that a check is delivered to the Receiving Warehouse prior to receipt of the collect shipment.

### **Unacceptable Deliveries**

Only official University shipments may be delivered to the Receiving Warehouse dock. The Receiving Warehouse will not accept personal packages for employees. The employee must make alternate arrangements for delivery of these items.

### **Processing of Materials**

Materials will be processed through the Receiving Warehouse on a First In First Out (FIFO) basis unless the nature of the material dictates special handling.

### **Delivery of Materials**

The Receiving Warehouse will make delivery of material to the purchasing department as indicated on the purchase order or according to the mail stop location. Deliveries to departments are usually made within 24 hours or no later than the close of the next business day after receipt by the Receiving Warehouse. Peak receiving periods (July-Sept) may extend the delivery time unless special handling is required. The delivery crewmember will obtain the signature of the individual accepting the materials for the purchasing department. The number of packages delivered should be verified against the delivery log before signature. The purchasing department should verify the contents of each carton against the purchase order immediately to make sure the order is complete. The delivery crewmember is not responsible for opening cartons, stocking shelves, installation, or assembly of items received.

Installation or assembly requirements should be requested on the requisition so that the purchasing department may include them in the purchase order to the vendor.

Shortages, overages, or incorrect merchandise received must be reported to the Receiving Warehouse immediately upon receipt.

**NOTE:** *When the individual designated to receive the ordered materials (on purchase requisition) is not available at the time of delivery, the Receiving Warehouse will deliver to the department's main office or designated receiving area.*

Shipments/Materials cannot be signed for by student-workers unless previous arrangements have been made with the Receiving Warehouse.

### **Materials Returns**

Prior arrangements should be made with the vendor, Procurement, and Receiving Warehouse respectively, before a delivery crewmember will pick up return shipments. Alternatively, the department can bring the return items to the Receiving Warehouse.

**NOTE:** *Call the vendor as soon as possible and give the reason for returning the merchandise (damaged, double shipment, wrong item, etc.) The vendor can issue a call tag (prepaid return shipment) or a return merchandise authorization (RMA) which does not pay the return shipping charges. If an RMA is issued by the vendor and return shipping charges are required, call your designated buyer in Procurement with your purchase order number/order number and provide your department's BANNER account number for appropriate billing. Save all documentation attached to the box.*

### **Storage of Materials**

The Receiving Warehouse has limited storage space. Shipments/Materials received for departments cannot be stored at the Receiving Warehouse. The purchasing department must make alternate arrangements if long-term storage is required.

### **Questions**

If you have any questions or comments, please contact Ron Verdell, Receiving Services Coordinator at 662-325-7934 or [rverdell@property.msstate.edu](mailto:rverdell@property.msstate.edu).