CENTRAL RECEIVING

“BY THE TRUCKLOADS”
Objectives:

- To clearly define the various processes involving Central Receiving

- To provide a reference guide for Business Managers use.
Central Receiving receives all shipments delivered to Texas A&M University-Corpus Christi. All in-bound shipments are examined, identified, and separated by purchase type according to the referenced Limited or Purchase Order number noted on the shipment.

The shipping barcode is scanned into the SCLogic software for tracking purposes by the receiving specialist. Each box has its own individual bar code.
Central Receiving will begin the receiving process in FAMIS Screen 320 Receiving Document Create (Central).
The dollar amount and object code are verified on FAMIS screen 278 Document Inquiry, F8 Account Distribution to determine if item(s) ordered are controlled or capitalized.

If object code is found to be incorrect in FAMIS Screen 278 (F8), Central Receiving will contact the Buyer if purchase was done through a Purchase Order or the Creator, if the purchase was done through a Limited.
Where to Deliver? --- We check F9 notes to verify where the delivery is to be made on campus. If the order was created on a Limited, we go to screen 240. If a Purchase Order was created, we go to screen 220.

Example: No F9 notes
## Ex. With F9 notes

<table>
<thead>
<tr>
<th>Docu</th>
<th>Line</th>
<th>Note Text</th>
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<tbody>
<tr>
<td>Requ</td>
<td>1</td>
<td>&gt;&gt;Note entered 08/08/13 BY GONZALEZ, RUBEN P_</td>
</tr>
<tr>
<td>Star</td>
<td>2</td>
<td>&gt;&gt;NOTE ENTERED 05/01/13 BY POLLARD, RUBY J__</td>
</tr>
<tr>
<td>End</td>
<td>3</td>
<td>REPLACEMENT COMPUTER FOR TOM OLIVER-SSC189E__</td>
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<tr>
<td>Chan</td>
<td>4</td>
<td>AND DIANA ROSS-SSC123F_____________________</td>
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<td>Orde</td>
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<td>___________________________________________</td>
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<td>&gt;&gt;Note modified 08/08/13 by GONZALEZ, RUBEN P</td>
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<td>Vnrd</td>
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<td>Deli</td>
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<td>Sole</td>
<td>9</td>
<td>INVENTORY DEPARTMENT: BURS___________________</td>
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<tr>
<td>B</td>
<td>10</td>
<td>PLEASE DELIVER TO BURS OFFICE_______________</td>
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<td></td>
<td>11</td>
<td>nt___________________________</td>
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<tr>
<td></td>
<td>12</td>
<td>QUOTE:<em>654121179</em>__________________________</td>
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</tbody>
</table>

PF4=Exit  PF7=Item  PF8=NItem  Page (F/B/E): _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Every TAMU-CC controlled/capitalized property must have an asset tag affixed to it.

Central Receiving creates Asset tags in FAMIS with Screen 360 -- Build Preliminary Assets.

TAG numbers are automatically generated by FAMIS. The tag number consists of 12 digits, the first two (15) is the Building for Campus, the next two is the fiscal year, then there are three extra zero’s followed by the assigned asset number which is only five digits that are assigned at the time – the extra zero’s will allow room for numerical expansion if needed.
Central Receiving creates a TAMU-CC delivery/routing label for each shipment using the tracking software and is affixed to the package(s).

The department designee authorized to accept delivery signs for the delivery using the hand held scanner. The tracking software transfers the signature and stores it in the database for future reference.

The Accountable Property Officer for the department completes the **Property Asset Location Form** that is included with the shipment delivery attached to the packing slip.
The completed form is returned to the Property Officer.

Property Officer enters the information into FAMIS to update the system for spot audits and asset location for department physical inventory.

DELIVERY IS COMPLETED!
Object Codes

Determining what object code to use can be challenging. Remember Object Codes have to be CORRECT. Using the correct object codes is important because they identify the specific items being purchased and records it to the department’s inventory.

Object Codes chart can be found on the Procurement and Disbursements Department website. You can also use the Expense Object Codes Reference search tool found in the Accounts Payable website.

Remember that if OBJECT CODE Number found is NOT listed on Object Code Chart, that number is not valid for use.
What object codes affect Central Receiving and the department’s inventory?

Capitalized items that use the “8000” series and the purchase price is $5,000 or above.

OR

Controlled items that start with object code: 5775, 5780, 5781, 5782, 5785, 5787, 5788, or 5799 and purchase price range from $0.00 to $4,999.99
Object Codes

What happens if wrong object code is used?

• Central Receiving cannot begin the receiving process
• It delays the delivery to the department
• It affects the department closing the receiving
• It affects department’s inventory, and
• Delays payment
Tracking Shipments

Central Receiving uses a barcode tracking software, mobile computing hardware and package shipping software to monitor and control the flow of inbound, outbound, and internal tangible objects -- packages, parcels, property, as they enter, exit and move through the University.

A hand-held device is used to capture signature when packages are delivered. This allows Central Receiving to track the distribution anywhere within the University.

When trying to track a shipment you must have a tracking number. This number can track the status of a package, its location, when delivered and who signed for it.
Tracking your shipment with UPS
Tracking your shipment with FedEx®
Tracking your shipment with DHL
Returning Merchandise

Determine how item was purchased:

- If purchased with a “P” prefix, contact your buyer. Procurement Department is responsible for initiating and monitoring the purchase order.

- If purchased with an “L” prefix or Procurement Card (P-Card), the creator for the department is responsible for initiating the return.

- Departments are responsible for having their packages properly packaged and wrapped with a correct address label attached.
Carriers do not deliver to P.O. Box addresses.

Central Receiving service can be used only for carrier ground service to the 48 continental United States.

Cash On Delivery (COD) shipments cannot be arranged through Central Receiving.

Departments must provide a complete description of items being shipped and must be able to document the value of the item shipped should the need arise to file a damage or loss claim.

Hazardous chemicals or radioactive materials cannot be shipped through Central Receiving.
Central Receiving is not responsible for damages or loss incurred during package shipment, but will assist the sender in filing a claim with the private carrier.
The objective here is to have better management controls of capitalized, controlled, and non-controlled surplus items that are transferred to Central Receiving.

- Capitalized and Controlled surplus items have an assigned fixed asset tag applied on them. For example: computers, fax machines, cameras, projectors, golf carts or any items that are on the Department’s inventory.

- Non-Controlled surplus items include do not have an assigned fixed asset tag applied on them. For example: desks, filing cabinets, chairs, printers or any items that are not on the Department’s inventory.
Surplus Process - Disposing Item of No Value

If the surplus non-controlled item has no value or is in extremely poor condition, submit a Department Surplus or Salvage Notice form, take a picture, scan it, and send to the Warehouse Supervisor.

- The Warehouse Supervisor will make the determination as to how to dispose of the item.
- Scanned photos of non-controlled surplus items destroyed/disposed will be kept by the Warehouse Supervisor for recordkeeping.
Surplus Process - Disposing Item of Value

Accountable Property Officer for the department must prepare and submit to Central Receiving a Property Deletion form if surplus items are controlled or a Department Surplus or Salvage Notice Form if surplus items are non-controlled. Accountable Property Officer must clearly mark every item listed on either form as a surplus item.
Surplus Process - Disposing Item of Value

Use this form if surplus items are capitalized or controlled. The form can be found on the Property website.
Surplus Process – Disposing Item of Value

Use this form if surplus items are non-controlled.

<table>
<thead>
<tr>
<th>PROPERTY LOCATION</th>
<th>ITEM DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>QTY</th>
<th>CONDITION OF ITEM</th>
<th>DOES IT WORK?</th>
<th>DISMANTLED FOR PARTS</th>
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<tbody>
<tr>
<td>Building &amp; Room #</td>
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Required Signature:

Alternate Property Officer or Department Head

Date

Department must provide account number required for labor charges: ____________________________ Once Warehouse Supervisor approves the Surplus or Salvage Notice, a work order will be submitted to SSC Service Solutions to pick-up the property items listed above and deliver them to the Central Receiving Warehouse.

☐ Check here if department chooses to transport surplus or salvage items to Central Receiving. Must contact warehouse supervisor at ext. 2094 to coordinate time of delivery and receiving.
Surplus Process for a Large Request

- The Warehouse Supervisor reserves the right to inspect surplus items, especially large requests, prior to turn-in due to space availability and daily receiving operations.

- Central Receiving will only accept delivery of surplus items during the following hours: Monday thru Friday: 8:30 a.m. – 9:30 a.m. or between 1:00 p.m. to 2:30 p.m.

- Warehouse Supervisor will use the information provided on either form to process a work order with SSC Service Solutions (SSC) to transport the surplus items to Central Receiving.

- SSC will use the information on the work order to pick up the identified surplus items. SSC will ONLY pick up the items listed on their service work order.
Surplus Deliveries

Deliveries will not be accepted between the hours of 10:00 a.m. and 1:00 p.m. when Central Receiving is receiving incoming daily freights from commercial truck firms (UPS, FedEx, freight carriers, etc.). Deliveries by departments not using SSC should be done before 10:00 a.m. or after 1:00 p.m.

Surplus property is available for viewing and on first come basis. Contact Central Receiving to schedule time.
Records Storage

Departments are responsible for their own records retention, storage and timely disposal, but must comply with applicable state laws, system regulations and university procedures for records management. Records Retention Schedule can be found at:

http://rattler.tamucc.edu/Records/index.html

This segment outlines how to properly prepare your records for storage in Central Receiving.
Departments must box and label records. No boxes will be accepted without proper labeling. Records cannot be kept for more than what is shown on the official list. Records Retention label can be found on the Procurement and Disbursements website, Central Receiving under forms.

http://adminservices.tamucc.edu/procurement_disbursements/central_receiving/forms.html
Records Storage

To initiate transfer of records, forward an executed Records Storage Manifest via email to Central Receiving Warehouse Supervisor or Warehouse Operations Specialist. Include in the email the number of boxes, location, point of contact.
Central Receiving warehouse staff will notify department when disposal dates approaches. Department must complete Records Destruction Form and submit to Chris Shupala, Records Officer, for destruction approval.

Form can be found on the Procurement and Disbursements website, Central Receiving under forms.
Once the Records Destruction Form is approved by the Records Officer, send the form to Warehouse Supervisor or Warehouse Operations Specialist to prepare the records for destruction. Central Receiving warehouse staff will provide department with an estimate of the shredding charge.

Upon completion of the destruction of records, the original, fully-executed, Records Destruction Form will be kept on file by the Records Officer, with a copy provided to the Warehouse Supervisor, and the department.
To Research Records

- Departments must call or e-mail warehouse supervisor to schedule a time to research records stored in the warehouse. This is due to receiving operations and records that may be stored on racks.
No questions now but later, you can contact any Central Receiving staff at:

Luis Fonseca  
Warehouse Supervisor  
Tel: (361) 825-2094  
Fax: (361) 825-5859  
luis.fonseca@tamucc.edu  

Gene Lerma or Juan Flores  
Warehouse Operations Specialists  
Tel: (361) 825-5727  
Fax: (361) 825-5859  
gene.lerma@tamucc.edu  
juan.flores@tamucc.edu
CENTRAL RECEIVING

This concludes the Central Receiving portion of the Business Manager’s Certification Course.

Just a reminder: As part of the certification course, there is a short 10 question quiz to follow.

Thank you for your participation and support!