

Receiving Management of Deliveries to School

Carlton Comprehensive High School

A. Receiving Areas

SR1- loading dock area off yellow hallway across from maintenance office. Red and Green painted zones are in this area.

SR2-loading dock area near pool door entrance- only food and only pool chemicals are to be delivered here

PAA Shops- orders made by PAA teachers are delivered directly to the shop through the compound gate access

B. Receiving Process

Step #1:

Products coming off the delivery truck (in one of the areas above) are cross-referenced with the shipping slip (ex. If shipping slip states that 5 boxes are being delivered then we are to receive 5 boxes-hopefully they all come off the truck). Anything **not** received will be circled on the shipping slip and be considered a "PARTIAL" delivery. The delivery driver should be asked to check at his end if the delivery company he works for has the missing merchandise sitting in their warehouse in town. If not, and the missing package was lost or never sent from the supplier, the purchaser will be notified of only receiving a partial shipment. The word "PARTIAL" will be written clearly in large print on the shipping slip. Purchasers who receive only partial orders are responsible to contact the suppliers about missing merchandise.

Step #2

All received packages that are delivered to SR1 (whether partial or not) must be placed in the **RED Painted Zone (DO NOT TOUCH, NOT PROCESSED)** All packages are processed here by the shipper/receiver while sitting in the Red Zone. Processing involves opening all boxes/packages, inspecting all items within, and cross-referencing all items with the packing slip.

If any contents are missing, it will also be called a "PARTIAL" shipment. Whatever contents are missing must be circled on the packing slip and the word "PARTIAL" will be written clearly in large print across the packing slip.

If any contents are thought to be damaged during inspection, the shipper/receiver will contact the purchaser about it- this may result in immediate contact of the supplier by the purchaser and possible immediate return of damaged goods by the purchaser.

Step #3

Shipper/receiver will photocopy one copy of both the shipping slip and packing slip and staple them together.

Step #4

Shipper/receiver will place photocopy of the shipping slip and packing slip stapled together back into the corresponding box/package and **tape** the box/package back together, **label** the box/package in large print with the purchaser's name, and **move** the processed goods into the **GREEN Painted Zone (READY FOR PICK UP)** in the SR1 area.

Step #5

Shipper/receiver will take original shipping slip and packing slip to the office and give it to the appropriate secretary.

Step #6

PCard Purchases:

Secretary places original packing slip/shipping slip into purchaser's (staff member's) mailbox. This indicates to the staff member that they can pick up their purchase from the Green Zone in SR1. The PCard counter slip from PCard purchases will be left in the purchaser's box by the shipper/receiver. OR

Purchase Order Purchases:

1. Secretary sends original to Ed. Center to pay.
2. Secretary sends copy to purchaser (staff member).
3. Secretary sends e-mail to staff member instructing them to pick up their purchase from Green Zone in SR1.

Step #7 Large and/or heavy orders vs smaller manageable purchases:

1. Large or heavy orders of merchandise we will **not expect (nor do we want)** teachers/staff to pick up from SR1. The shipper/ receiver will write at the bottom of your packing slip/ shipping slip (before they place it in your mail box) the words "**WILL DELIVER**" when it is obvious that due to large size or weight that you will be unable to pick it up for yourself.
2. Smaller orders of manageable size, numbers and weight we will expect staff to pick up from the green zone in SR1 once you have received the shipping/packing slip in your mail box. **SR1 has been re-keyed for AB2 keys which allow teacher access.**
3. Orders of numerous small, light boxes can be picked up on your own using the flat four wheeled trolley provided in SR1. Please return the trolley immediately to SR1 after use.
4. Sometimes the shipper/receiver may assume that you are able to pick up an order but may not be aware of certain specific circumstances. **If you predict that that you will struggle, in any way,** to pick up your order from the green zone in SR1 **please DO NOT attempt to pick it up yourself.** In this case, send K. Morrison an e-mail that your order has arrived and that you require it to be delivered to you. Please provide the delivery destination in the e-mail.

Notes:

- this process will enable us to be aware of what is received by the building and where it is located.
- it will prevent staff from wondering when their order has arrived so that staff will not stop maintenance people to ask- your order will be ready for pick up when you receive the packing slip/ shipping slip in your mailbox and you will know what has arrived and what hasn't (or what is damaged) by referring to the slips
- by staff picking up their own orders from the green zone it will prevent maintenance from having to deliver smaller orders