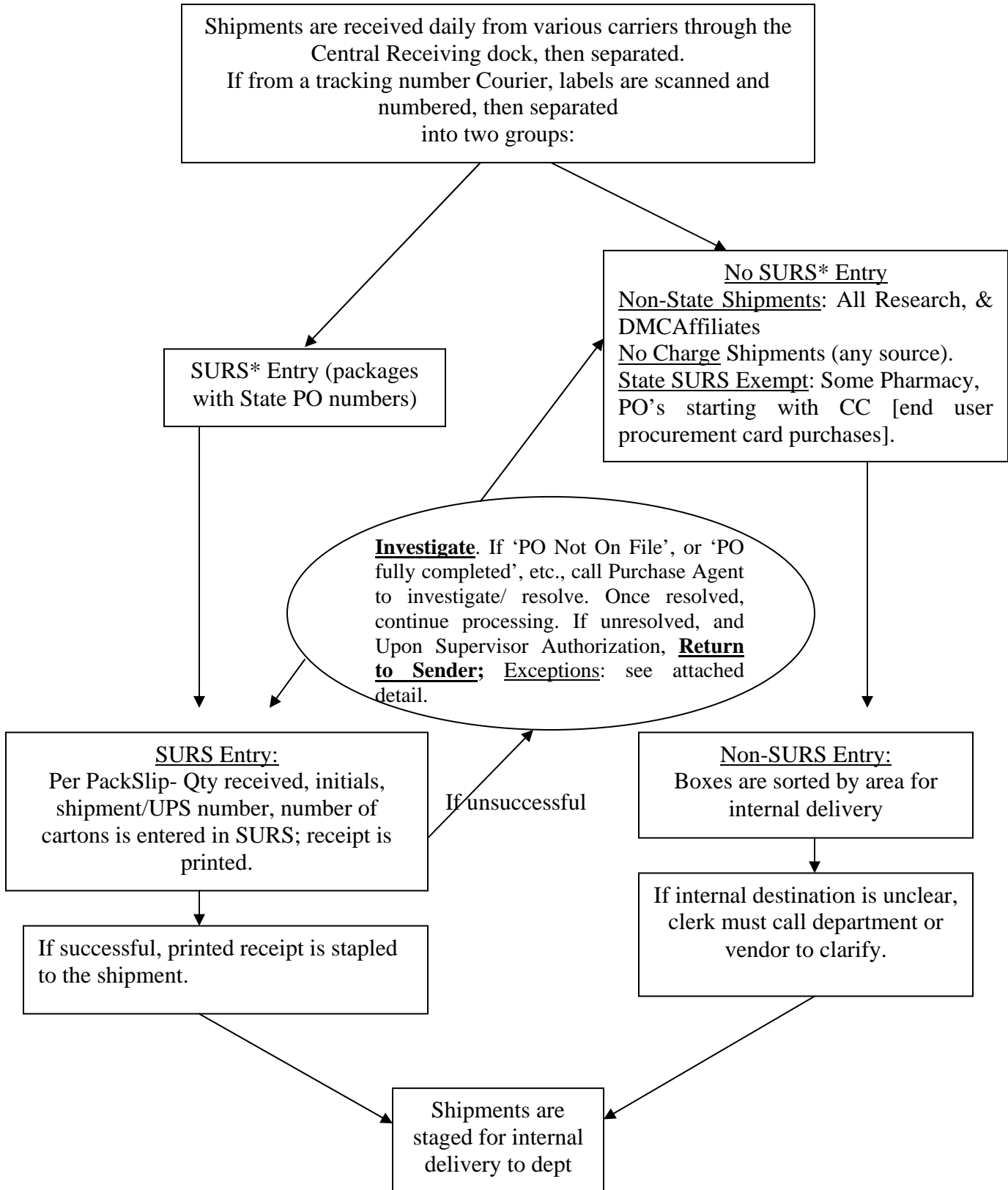


# Central Receiving Procedure Flow Chart

\*SURS= State University Receiving System= WebReceive



### Shipment Investigation: Reference and Resources

#### Proper Shipping Label Format:

SUNY Downstate Medical Center (*UHB, HSCB, or the affiliate's name are acceptable*)

Central Receiving M-F 8:30am-4pm (*this helps drivers!*)

**PO#:** \_\_\_\_\_ (*required*)

445 Lenox Rd (*Helps drivers since Receiving entrance is on Lenox Rd; 450 Clarkson Ave is also acceptable*)

**Recipient's Name, Building and Room#** (*required*)

Brooklyn, NY 11203-2098

**PO #:** All shipments must have a PO number on the shipping label (see list of known exceptions):

Funding Source	PO # On Shipping Label begins with	SURS entry
State	# assigned by State Purchasing (see below). Contract #s start with "C".	<b>YES</b>
State Procurement Card (Purch Agent)	# assigned by Purchasing ends with <b>X</b>	<b>YES-Short Form</b>
State Procurement Card (User Dept)	<b>CCXX-XXX-XXX</b> (X=depts normal req #)	<b>NO</b>
Research Foundation	<b>R...</b> (as assigned by ORA)	<b>NO</b>
All Other Affiliates (HSCB Foundation, FSA, UPB, Arthur Ashe Institute, construction /contractor funded, etc...)	<b>A...</b> (affiliate's numbering plan)	<b>NO</b>
No Charge Shipments	<b>NC...</b>	<b>NO</b>

PO# starts w/	Agent	Ext
01	Catina Smith	3899
02	Donna Brightly	1120
03	Portia John	1123
04	Edmund Folkes	1378
05	Sandra Panton	4111
06	Mario Ugarte	1852
07	Vacant	3197
08	Beatrice York	1121
09	Myron Weinberg	1336
10	Rose Hinds	6118
11	Shirley Ingram	4113
12	Cathy Goldson-Ridgeway	1133
13	Vacant	
14	Roger Cruttenden	1839
15	Contracts	1976
16	Brian McGraw (FM&D)	1532
17	Keith Hercules (FM&D)	7267
	State Purchasing Data Entry	1133

#### State PO Number Format:

1<sup>st</sup> & 2<sup>nd</sup> digit identifies the responsible Purchase Agent

3<sup>rd</sup> digit identifies the fiscal year (9= FY 08-09)

#### Other PO Prefixes (starts with):

C= DMC Contract C123456 Requires SURS entry.

CC##-###-### (# = User Dept req) Dept Credit Card. **No SURS entry.**

A= Affiliate (non-State). **No SURS.**

R= Research Foundation. **No SURS.**

#### PO Suffixes (ends with):

Normal SURS entry needed for

T= TELP (123456T)

C=COPS (123456C)

S= Standing Orders (123456S)

X= PurchAgent Credit Card. Use WebReceive SHORT FORM.

#####X, where #=Dept req#, FY08-09 suffix =X. Each FY this suffix will change to next letter in reverse alpha order. PO will be entered as single line item and Qty=9, ZERO COST so up to 9 shipments can be received by CReceiving (no line item verification required). This enables PurchAgents to reconcile their State credit card accounts.

#### Investigation Resources/ Tips for Known exceptions:

1. For an Individual Names: - Check DMC Directory (on-line Web), Check Telephone System Directory (available on all Receiving telephones), or Call the DownstateCard office at X-4600. DCard database includes all affiliated staff as well as all Students.
2. For Department Name: Check DMC Directory (online) for DMC Office Guide "Search by dept".
3. Purchasing Departments: Call State Purchasing Agent (if you have a PO# as 'not on file, or fully received')  
Call Research Purchasing (if Research Foundation appears on the shipping label or packing slip)
4. When all else fails...Consult Your Supervisor or fellow staff for the typical destination of similar orders, then call that department.

## **Incoming Shipments with No Internal Destination Known Exceptions Before Any Return Can Occur**

Receiving staff must use Caution and Prudence with the following types of shipments. Only after all attempts to identify the internal destination are exhausted and unsuccessful can the shipment be “returned to sender”:

1. **Any Express Shipment** (overnight, next day and 2 day services). By their nature, such shipments are typically associated with some urgency. Receiving Clerks will make every attempt to investigate its internal destination and deliver timely. If during investigation it is found the item is associated with a State payment source, every attempt will be made to identify the corresponding PO and make entry to SURS.
2. **Any Perishable item**. By their nature, such shipments are typically associated with some urgency. Receiving Clerks will make every attempt to research its internal destination and deliver timely. If during research, it is found the item is associated with a payment from State sources, every attempt will be made to identify the corresponding PO and make entry to SURS. Includes:
  - **Hazardous Materials** (Radioactive, Biological Hazards symbols on shipment). Do Not open the package. If the shipping label or external packing list does not identify any internal destination, CALL the SHIPPER.
  - **Live Shipments** (animals of any nature) Do Not open the package. If the shipping label or external packing list can not identify any internal destination, CALL the SHIPPER.
  - **Refrigerate Upon Arrival**. Place in CReceiving refrigerator.
3. **Government Agencies**. Items from any Federal, State and Municipal agencies including NIH National Institute of Health, Dept of Health, Dept of Education. Often these include essential Financial Aid, Research or Educational Materials.
4. **Educational and Research Entities**. Items coming from another education or research institution (colleges-universities). By their nature, can be collaborative research involving no payment.
5. **Banking Materials**. Checks & banking supplies. If destination is unknown, deliver all such shipments to BURSAR.
6. **Students**. Personal items intended for delivery to a student. DCard Office (X-4600) can verify student names.
7. **"Freebies" and Samples**. Often for distribution to students or patients from a variety of sources. While often pamphlets, at times it could be medically related items. Researchers and Clinicians at times receive pharmaceuticals as part of clinical trial studies underway. Some pkgs may be marked "samples enclosed" on the exterior or packing slip. These are typically vendor provided samples of products intended for clinicians as part of research or clinical trials. While these **should have PO# = NC**, often the recipient has little or no control over the sender's initiation of a shipment since they are not specifically “ordered” by the recipient.
8. **Flower deliveries**. Staff may receive flowers at work, normally a result of a personal event (birthday, anniversary). While personal in nature, it is not a shipment that the recipient ordered, but is normally ordered by some third party. Local flower shops typically make direct internal delivery to the recipient, however some internet-based orders are shipped via couriers and arrive at Central Receiving for the internal recipient, call the staff member to come to CReceiving to pick up the shipment.

If all investigation attempts are exhausted and failed, item will be staged for return to sender. Only the following persons can authorize a final ‘return to sender’: C Receiving Manager, C Stores Manager, Deputy Director or Director of Admin Services.