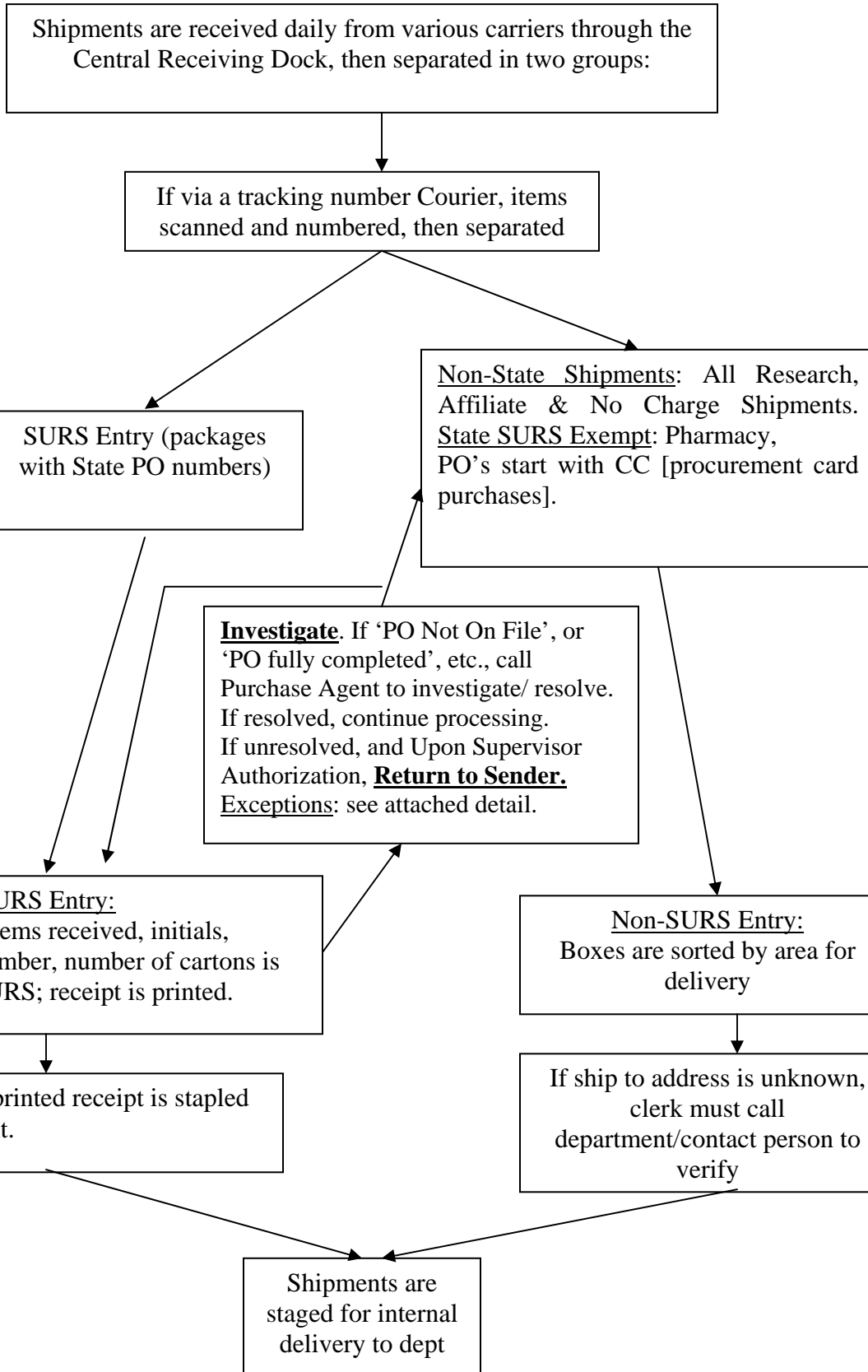


Central Receiving Procedure Flow Chart



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 the Receiving entrance is on Lenox Rd; 450 Clarkson Ave is also an acceptable address*)

Recipients 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 the letter	SURS entry
State	# assigned by State Purchasing-see posted list. Contract #s start with "C".	YES
State Procurement Card	CCXX-XXX-XXXX (X=depts normal req #)	NO
Research Foundation	R... (as assigned by ORA)	NO
All Other Affiliates (HSCB Foundation, FSA, UPB, Arthur Ashe Institute, construction /contractor funded, etc...)	A... (affiliate's numbering plan)	NO
No Charge Shipments	NC...	NO

State PO Number Format:

1st digit identifies the responsible purchase agent

2nd digit identifies the fiscal year (FY 05-06 = FY 05-06 , etc...)

PO# starts with	Agent	Extension
1	Catina Smith	3899
2	Donna Brightly	1120
3	Shirley Ingram (confirmings)	4113
4	Edmund Folkes	1378
5&7	Janet Michaels	3197
6	Deborah Harper	1852
8	Beatrice York	1121
9	Myron Weinberg	1336
	State Purchasing Data Entry	1133
	State Contracts	1976
If any remain unresolved, send e-mail to Janet Michaels (with copy to Maria Lucido, Ron Brown- incl PO#, Vendor Name, qty recd details)		

Investigation Resources/ Tips for Known exceptions:

1. For an Individual Names:

- check DMC Directory (online).
- Check Telephone System Directory (available on all Receiving telephones)
- Call the DownstateCard office at X-4600. DCard database includes all affiliated staff as well as all Students.

2. by Department Name.

- check DMC Directory (online) for DMC Office Guide "Search by dept".

3. Purchasing Departments:

- State Purchasing or State Purchasing Agent (if you have a PO# as 'not on file, or fully received')
- 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.

Unidentified incoming Shipments

Known Exceptions

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

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 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.
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**
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).
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.
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 may have "samples enclosed" marked 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 “ordered”.
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. The internal recipient, if a staff member will be telephoned and alerted to come to receiving to pick up the shipment.

All items that have been researched and all attempts are exhausted 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.