

Delivery

Receiving Reports

A receiving report indicates that merchandise has been received and initiated payment procedures. Departments should notify **Payment Services** within 48 hours of receipt if there is any need to withhold payment for items received. If there is a discrepancy in goods received and the receiving document, notify the appropriate UNT System component's Central Receiving within 24 hours.

When a vendor delivers goods directly to the department, the department must notify Central Receiving for the appropriate UNT System component immediately to provide receiving information that is critical for recording assets and processing payments.

UNTHSC departments, email **UNTHSC Receiver Request Office**.

UNT departments, email **UNT Property Management**.

For services provided, send an email to **Payment Services** indicating services have been received, with the exact date of services rendered so payment may be made.

A receiving report issued by Central Receiving is not necessary for an order covering

- after-the-fact orders;
- software license when only item on order; or
- orders with contractual monthly services obligations (i.e. copier rentals).

State law prohibits the use of state resources for personal use. Using the UNT System component address, including Central Receiving, to receive personal mail and packages is prohibited.

Furnish and Install Items

Departments may request products to be purchased on a "Furnish and Install" basis. Such product orders will be delivered to Central Receiving for the appropriate UNT System component. Receiving or Facilities will deliver the product to the department. The vendors will then uncrate, set in place, and install the product. All "Furnish and Install" orders must specify an exact location of installation and the name and telephone number of the person coordinating installation with the vendor.

Furnish, Inside Delivery, and Install Items

Departments may request products to be purchased on a "Furnish, Inside Delivery, and Install" basis. Products ordered as such will be delivered to the installation site by the vendor and will be uncrated, set in place, installed, and calibrated, when necessary, by the vendor. All "Furnish, Inside Delivery, and Install" orders must specify an exact location of installation and the name and telephone number of a person who will coordinate installation with the vendor.

Property Management must be advised so installed equipment can be properly tagged.

Inspection of Merchandise

Shipments to Central Receiving

State agencies must inspect all shipments received against purchase orders and report any discrepancies to the vendor. When shipments arrive in Central Receiving, their personnel inspect the delivery and make every effort to note all visible damage and shortages and to initiate claims with the vendor or shipper.

Shipments Direct to Departments

When merchandise is delivered to departments, department personnel must inspect it for other damage or shortages. If either is found, you must report damage/shortage to Central Receiving for the appropriate UNT System component within 48 hours. You must

- request inspection;
- retain the damaged item(s), including all packaging;
- confirm phone calls in writing; and
- keep copies of all correspondence.

Merchandise with Concealed Damage

Concealed damage must be reported to the delivery carrier in writing within 15 days or the carrier cannot be held responsible. In addition, unlisted shortages must be reported to the vendor in writing within 15 days or the vendor cannot be held responsible for shortages. A vendor may be required to pick up any merchandise not conforming to specifications and replace the merchandise immediately. **Procurement Services** must also be notified.

For more information regarding claims for damages or shortages on purchase orders, please contact Central Receiving for the appropriate UNT System component.

Freight

F.O.B.

The term F.O.B. means "free on board" and refers to control and ownership of goods while they are being shipped. "F.O.B. Shipping Point" or "F.O.B. Origin" means that the buyer assumes title when the carrier picks up the goods. The buyer owns the goods in transit and must file any freight claims. Used by itself, it means the buyer pays the freight.

F.O.B. Destination

F.O.B. Destination means the seller retains title until the goods are delivered to the buyer. The seller owns the goods in transit and must file any freight claims. Unless qualified, it means that the seller pays the freight. These F.O.B. terms may be qualified with payment terms. These determine the payment of the freight charges and have nothing to do with the title of the goods or who files claims for freight damage.

The terms and conditions for written bids require that the bidders quote F.O.B. Destination. If a bidder takes exception to this, he must note it on the bid. EIS requisitions and purchase orders default to "F.O.B. Destination Freight Prepaid and Added". If a vendor quotes different freight terms for orders under \$5,000 add a "Note to Procurement Services" in Justification/Comments and state the term quoted. The most common variations are explained in the chart below.

Delivery Type	Terms
F.O.B. Destination; or F.O.B. Destination Freight Prepaid and Allowed	<ul style="list-style-type: none">• Title passed to buyer upon delivery• Seller pays freight charges• Seller owns goods in transit• Seller files any freight claim
F.O.B. Destination, Freight Prepaid and Added	<ul style="list-style-type: none">• Title passed upon delivery to buyer• Buyer pays freight charges• Seller owns goods in transit• Seller files any freight claim
F.O.B. Origin; or F.O.B. Origin, Freight Prepaid and Added	<ul style="list-style-type: none">• Title passed to buyer upon delivery to carrier• Buyer pays freight charges• Buyer owns goods in transit• Buyer files any freight claim
F.O.B. Origin, Freight Prepaid and Allowed	<ul style="list-style-type: none">• Title passed to buyer upon delivery to carrier• Seller pays freight charges• Buyer owns goods in transit• Buyer files any freight claim

Because freight charges will be added to the invoice on many requisitions, remember to budget and maintain sufficient funds in applicable DeptID/ProjIDs to cover freight charges. Use the category code below in ePro.

Classification	ePro Category Code
Freight as a line on an ePro requisition	Use the same category code as the main item on the requisition
If only paying for freight services	915-59 (Freight Services - Only)