

Incoming Packages Procedures

All packages delivered to the Chemistry Department must be logged into the *Incoming Packages Log* ASAP. Book publications (delivered by UPS) do not have to be logged and should be placed in the appropriate mailboxes.

Procedures

1. Packages must be logged into the *Incoming Package Log* which includes the following information: date, voucher #, PO # (purchase order) or reference # (vnet 12345), shipped to and shipped from.
2. The original copy is placed in alphabetical order inside of the blue accordion folder at the front and given to financial assistant (student worker) upon request.
3. Multiple packages for the same person that contain the same PO # do not have to be documented in the log book twice. Instead, next to the "Shipped from" column, write the # of packages. EXAMPLE - Sigma Aldrich (2).
4. If there are multiple packages addressed to the same professor with different PO #'s, Step 1 and Step 2 need to be followed.
5. If packages/packing slips do not contain a professor name on it, research the item using the File Maker Pro database:
 - a. Go to the Ledger Main Menu, click on Purchase and then Purchase Voucher
 - b. Click the Find button. Type the voucher number (listed on the packing slip) in the PO # field or type the VNet # (listed on the packing slip) in the VNet Ref # field.
 - c. Click Enter. The name of the person who ordered the item(s) should be listed in one of two places – the "Ship to" field or the "Requested By" field. If you are unable to locate the name, contact Chris.
6. Packages must have the professor name visibly written on it with a marker so that each group will know which package(s) belongs to them.
7. Call the professors lab to notify someone that there are _____ # of packages in the office that need to be picked up.
8. Make sure the person picking up the package signs the log sheet before taking the package(s). If packages are still in the office within an hour of closing, call the lab(s) again as a reminder.
9. If no one can be reached in the lab(s), call the professor. If neither person can be reached, all unclaimed packages must be locked up in room 136A at the close of each day.

It is very important for packages to be documented in the log book in case of any discrepancies.

Outgoing Express Packages Procedure

1. Sender must request a “DHL/Fed Ex Request Form (DFE),” available from the Front Desk Receptionist.
2. The receptionist will obtain an Airbill Form from the desk drawer and:
 - Write the Airbill number on the “DFE” form.
 - Give the sender both the Airbill and the “DFE” form for completion.
3. Sender will fill out the “DFE” with the following information:
 - Date
 - Sender’s name
 - Purpose/Benefit
 - PSoft account number/Speedtype
 - Faculty name (obtain faculty signature)
 - Sponsor
4. Sender will return all forms and the package(s) to the Front Desk Receptionist.
5. Receptionist will:
 - Write the speedtype on the Airbill Form.
 - Schedule a Pick Up as required per the “*Pick Up Schedules*” below for each agency.
 - Place the package/box in the designated pick up area of the office.
6. Upon pick up, the courier signs the Airbill Form and leaves it at the front desk.
7. Receptionist will:
 - Tape or attach the department copy of the Airbill to the “DFE” and place the form in the appropriate monthly folder located in the front office desk drawer. The airbills are maintained in the folder until the invoice is received for payment.
 - When the invoice is received:
 - The invoice is matched to the airbill(s) in the monthly folder.
 - The invoice spreadsheet (saved in Chem_Admin:/DHL FedEx Payments) is completed to include the line #, sender’s name, airbill #, sponsor, cost center, and amount.
 - Invoice, DFE, airbill, and spreadsheet are given to Purchaser for payment.

In order to process DHL/Fed Ex payments, it is imperative to complete and maintain all DFE forms and airbill copies.

DHL Pick Up Scheduling

- DHL usually delivers packages everyday between 9:30a.m - 11:30a.m.
- Packages that are ready to be sent out in the morning can be picked up during the time of delivery.
- Morning pick ups **do not** require a pick up request.
- Afternoon pick ups **do** require a pick up request. The pick up request must be made between 3:00p.m. - 3:30p.m. or at least one hour before closing.
- DHL will not be able to pick it up any items after 4:00 p.m.
- Record the pick up number in a consistent location (spreadsheet, steno pad, or calendar) and refer to it if any problems occur.
- If a pick up has been scheduled and the packages are still in the office by 4:30 p.m., call DHL to confirm the scheduled pick up. Pick up number will be needed.
- Any packages that are brought to the office after 4:00 p.m. will be picked up the following morning. Please inform the person that their package will be sent out the following morning.

UPS Pick Up Scheduling

We do not schedule pick up requests with UPS because they charge a fee. UPS delivers between 2:30-3:30 and packages can be picked up at that time. The only packages that should be sent out through our office are pre-paid packages and pre-paid return packages because we do not have an account with UPS. **Those that would like to send something through UPS must take it to the Biology Research Stores (located in Room 209 of the Science Building).**