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Parent Policy: Supply of Goods and Services Policy

Shipping (Courier), Receiving and Distribution Procedure

Office of Administrative Responsibility:	Finance, Procurement and Planning (Logistic Services)
Approver:	Associate Vice-President (Finance, Procurement and Planning)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	**SMS Dispatcher** **780-492-4122** **dispatcher@ualberta.ca**

Overview

Distribution Services provides centralized shipping/courier, receiving and distribution services to the campus community to ensure that all types of items, including irregular shaped, dangerous goods and perishable items, are shipped and delivered worldwide while working to meet regulatory, cost and time requirements.

Distribution Services staff provide expert advice in the shipping of dangerous goods, perishable items, and international shipments. They are available to assist in providing quotes and best method of shipping, and work to ensure that costs are kept to a minimum.

Purpose

To provide a central shipping/courier solution that allows shipments to be expedited, tracked and traced from campus to Canadian, U.S. and international destinations and from those destinations to campus.

To ensure that Customs regulations are followed and the University of Alberta is compliant with the *Administrative Monetary Penalty System Program* (AMPS) and the *Transportation of Dangerous Goods Act* and Regulations.

To provide a central, and more sustainable and efficient, distribution solution that will allow shipments arriving from multiple carriers/couriers to be compiled together, processed and delivered to the University of Alberta campus on the next delivery cycle.

PROCEDURE

1. SHIPPING

a. Courier/Freight Processing Times

The cut-off time to arrange for pick up and same day processing of courier items is Noon. (This does not include shipments requiring special handling, such as customs or dangerous goods paperwork. See: *Customs Import, Export and Permit Procedure.*) Items arriving after that time are prepared for next business day pickup.

Purolator, FedEx and UPS pick up daily between 2:00 pm - 4:00 pm. Other couriers/ carriers are called in as necessary. While every effort will be made to send the shipments out daily, other carriers may not be available for same day pick-up.

The cut-off times are required to allow Shipping to prepare the necessary documents and to meet courier pick-up times and departure connections.

b. Courier Package Requirements

i. Ensure that each package in the shipment is securely packed and labeled with both the return and the recipient's address.

c. Courier Package Pick-Up Arrangements

i. To ensure outbound courier items are shipped the same day:

- Properly package the item and attach a completed *Shipping Form* (including speed code and recipient's account number, if applicable).

- Mail collected in the morning arrives in the Materials Management Building between 11:30 AM and 11:45 AM, which allows time to process the item the same day, except for those items requiring special handling.

- If your regular mail service is in the afternoon, or the morning pickup is missed, call Dispatch, by Noon daily, at (780) 492-4122 for a special pick-up.

- Bulk shipments require prior notification to guarantee same-day processing. One shipping form can be used for bulk shipments. Address the shipping form to "various." Ensure that a recipients' address list accompany the shipping form, addressed to "various", for bulk shipments other than envelopes.

ii. If completing your own courier waybill, ensure that your speed code appears under "sender's references" and that a commercial invoice (for Customs) accompanies all shipments that are not printed documents, leaving Canada. For tracking purposes, retain the "Shipper's Copy" of the waybill in your office.

iii. If the outgoing shipment has special requirements, contact Shipping at (780) 492-4121.

d. Dangerous Goods

Shipments containing goods regulated by the *Transportation of Dangerous Goods Act* must be handled in accordance with the Act as per the following:

i. A shipper's declaration for dangerous goods (*Air* or *Ground*) listing the contents, United Nations number, class number, packing group and quantity must accompany each shipment.

ii. Packages containing dangerous goods must be properly addressed, correctly labeled and their contents fully documented on the shipper's declaration prior to pick-up by Distribution drivers.

iii. The shipping form must be completed and accompany the dangerous goods package.

iv. A photocopy of a valid Transportation of Dangerous Goods certificate must be attached.

v. Incorrect content labels or inapplicable labels must be removed from reused cartons.

vi. For more information call Shipping at (780) 492-4121.

2. RECEIVING AND DISTRIBUTION

a. Business Shipments

Central receiving receives shipments from all courier companies, processes them upon arrival to the University and delivers out to campus as quickly as possible and according to their sensitivity.

Courier items are delivered to campus using the regular campus mail system, large truck deliveries and University courier service.

All temperature controlled shipments are delivered the same day. All other items see a continuous rotation each day through the mail runs and large truck deliveries.

i. To assist with the prompt delivery of courier items, provide the following central delivery address (the location of the SMS Building) to the vendor:

University of Alberta
Department Name
Building Room and Number
Attention: *Contact Person*
116 St and 85 Ave
Edmonton, Alberta T6G 2R3

ii. Shipments arrive at central receiving, and are checked for damage, reviewed for compliance and prepared for delivery.

iii. If you require this shipment to be expedited, contact central receiving at (780) 492-3228 to arrange for an expedited delivery.

b. Personal Shipments

Employees may not arrange for personal items to be shipped to the University. Should personal shipments be received, they will be reviewed upon arrival, removed from the University's USA and International customs list and returned to the courier company for direct delivery to the individual.

DEFINITIONS

There are no definitions for this Procedure.

FORMS

Declaration for Dangerous Goods Air

Declaration for Dangerous Goods Ground

Shipping Form

RELATED LINKS

Customs Import, Export and Permit Procedure (UAPPOL)

Air Canada

AMPS (Administrative Monetary Penalty System)

Canada Post

Federal Express

Greyhound

Purolator

Transport Canada Dangerous Goods

United Parcel Service

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

For the most recent version of this document, please visit https://www.ualberta.ca/policies-procedures/index.html