

# SHIPPING & RECEIVING POLICY UPDATE

## JUNE 2017

### *What's staying the same?*

Package recipients should be signing and submitting their packing slips in the basket in the shipping/receiving room. If packing slips are not received, purchasing staff will send an email from [mepurch@umn.edu](mailto:mepurch@umn.edu) to the purchase requester to obtain a written response indicating approval for payment.

The email from [mepurch@umn.edu](mailto:mepurch@umn.edu) will continue to include the following statement:

*"If a signed packing slip or approval is not provided within 5 business days of this notice, we will assume tacit approval that the product has been received and is in good working order. A receipt will be entered, to avoid burdening our suppliers with unpaid invoices, and any loss due to non-response will fall squarely on the requester."*

After approval or 5 days, whichever comes first, ME purchasing will approve payment for the purchase order.

### *What's changing?*

Purchase orders totaling \$100 or less will be approved for payment automatically once an invoice is received. Requesters will not be contacted by the purchasing office if packing slips are not submitted.

### *Why the change?*

Packing slips are not consistently submitted, nor are timely email responses to [mepurch@umn.edu](mailto:mepurch@umn.edu) being sent. This is causing invoices to become past due, straining relationships with suppliers and taking considerable time for the purchasing office to resolve. Paying our invoices on time is a critical facet of maintaining Net30 terms with suppliers. This change will help keep us in good standing so we may continue doing business in the future. Additionally, low-dollar orders totaling \$100 or less are of low risk to the University, and the benefit of paying these in a timely manner far exceeds the risk of paying when an order has not yet been received. We typically do not encounter issues with our orders, meaning this will be a more efficient use of ME Purchasing's time.