

**FREIGHT RECEIVING RESPONSIBILITIES for
(Ohara Corporation and Alkegen/Rex Materials Deliveries)
ATTACHMENT A**

1. STEPS TO TAKE AT THE TIME OF DELIVERY TO PROTECT AGAINST LOSS OR DAMAGE.

- A. Verify Count.** Make sure you are receiving as many crates or boxes as are listed on the delivery receipt. If any shortage is discovered, note exactly how many are short on the carrier's delivery receipt and have the driver note the shortage on your copy.
- B. Carefully Examine Each Crate or Carton For Damage.** If damage is visible, note this fact on the delivery receipt and have the driver clearly note that fact on your copy. If the box appears that the contents inside may possibly be damaged, insist that it be opened right at that time. Both you and the driver should make a joint inspection of the contents. Any concealed damage discovered should be noted on the delivery receipt and on your copy. TAKE A DIGITAL PHOTO for documentation.
- C. Retain a Copy Of The Shipping Receipt.**

2. STEPS TO TAKE WHEN VISIBLE OR CONCEALED DAMAGE IS DISCOVERED.

- A. Retain Damaged Items.** Damaged items must be held at the point where received. All containers and inner packing materials must be also held until a carrier's inspector makes an inspection.
- B. NOTIFY RFCML of Exterior Carton Damage within 24 Hours.** Contact 520-621-1022 or email Richard Wortley wortley@arizona.edu to notify of damage. Include a copy of the packing list and photos to wortley@arizona.edu. RFCML shall respond within three days to assess the damage.
- C. RFCML Must Call the Shipper To Report Damage & Request An Inspection.** Notify wortley@arizona.edu upon discovery of damages(s). Failure to report concealed damages may result in the carrier denying the claim.

3. STEPS TO TAKE WHEN THE CARRIER MAKES AN INSPECTION OF DAMAGED ITEMS.

- A. Have Damaged Items In Receiving Area.** Make certain the damaged items have not been moved from the receiving area prior to discovery of the damage. Allow the inspector to inspect

damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt, photos, etc., as they will be needed as supporting documents when a claim is filed.

- B. After Inspector Fills Out Inspection Report, Read It Carefully Before Signing.** If you do not agree with any facts or conclusions made by the inspector on the report, do not sign it without noting your disagreement on the inspection report.

4. STEPS TO TAKE AFTER INSPECTION HAS BEEN MADE.

- A. Continue To Maintain Damaged Merchandise.** Even though the inspection has been completed, damaged items cannot be used or disposed of without written permission from the carrier.
- B. Do Not Return Damaged Items To Shipper.** Return of such items requires written authorization by the supplier and RFCML.
- C. Secure Receipt From Carrier If Damaged Items Are Picked Up For Salvage.** If you surrender damaged merchandise to a carrier for salvage, be sure to secure a receipt from the driver when it is picked up and retain that receipt. Then, forward a copy of the receipt to Richard Wortley at rwortley@arizona.edu.

5. NOTIFICATION OF DELIVERIES TO RFCML.

- A. Receipt of Shipments.** Vendor must notify RFCML of shipments received from Alkegen/Rex Materials or Ohara Corporation within 3 (three) days. Identify the shipment using an assigned inventory number. Email copies of all shipping documents to rwortley@arizona.edu.
- B.** Write the assigned inventory number on all documents prior to sending. Original shipping documents must be re-attached to shipment.
- C.** Take a photo of the shipment for the inventory system.
- D.** Verification of shipments received to Vendor's warehouse is required by UArizona RFCML to issue payment to the manufacturer of the goods received.