Receiving and Distribution Procedure

Overview

Distribution Operations receives in excess of 20,000 shipments each month from Canadian, American and International locations. Central receiving receives shipments from all courier companies and processes them immediately upon arrival to the University and attempts to have them delivered out to campus as quickly as possible. Three different methods are used for delivery to campus, they include the following: campus mail system, large truck deliveries and University courier service. They are processed in order of arrival and according to their sensitivity. All perishable, time sensitive and temperature-controlled shipments are received and processed immediately and delivered the same day. All other items see a continuous rotation each day through the mail runs and large trucks. It is the goal of Distribution Operations to expedite all inbound shipments and attempt to deliver all freight within 24 hours of arrival to campus.

Purpose

To provide a central distribution solution that will allow shipments arriving from multiple carriers to be compiled together, processed and delivered to the University of Alberta campus within 24 hours of central delivery.

To reduce traffic and congestion on campus resulting from courier companies attempting direct delivery to departments and faculties.

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

To provide the ability to track and trace shipments arriving to campus.

To assist the campus community with their distribution and logistics requirements. I.e. Delivery of large equipment, space limitations, equipment issues and damaged shipments.

To ensure that the University of Alberta is compliant with the Transportation of Dangerous Goods Act and Regulations.
PROCEDURE

During the placement of an order to a potential vendor provide them with the following information:

Delivery Address should read:

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

Shipment will arrive at central receiving, checked for damage, reviewed for compliance and prepared for delivery. If you require this shipment to be expedited to you, you may contact receiving at 492-3228 to receive it prior to the regular delivery time.

Personal shipments are reviewed upon arrival, removed from the University consist list and returned to the courier company for direct delivery to the individual. Central receiving does not receive and process personal shipments at any time.

DEFINITIONS

There are no definitions for this Procedure.

FORMS

There are no forms for this Procedure.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca.

Air Canada
Canada Post
Courier Directory
DHL
Federal Express
Greyhound
Loomis
Purolator
United Parcel Service