

Texas A&M University-Texarkana
Shipping and Receiving
Logistics Procedure
5/27/2016

For purposes of safety and security, access thru the hallway from the University Center to the back loading dock is restricted to only those who require a need to access this hallway. For those employees that do not have access, the following procedure will be used for access to and from the Shipping and Receiving Department

Purpose:

The purpose of this procedure is to assure that the Texas A&M University-Texarkana Shipping and Receiving Department guidelines are properly implemented and followed. This ensures that the back dock area is a safe and secure area with limited access in and out of the back doors to the University Center building. This procedure also provides a formal process and rules to be followed when delivering and receiving goods from the Shipping and Receiving Department.

1. Delivery of items to the Shipping and Receiving Department:

- a. Entrance to and exit from the Shipping and Receiving Department must be obtained through the STEM building and along the west sidewalk.
- b. In the event you have heavy or bulky items and are in need a cart, you may secure assistance by notifying the Shipping/Receiving clerk in advance, either by e-mail, kmay@tamut.edu, or phone, 903-334-6710. The Shipping/Receiving clerk will arrange a mutually agreed upon time to meet you at the hallway door in the UC building with a cart for your use. At the agreed upon time of your return, the Shipping and Receiving clerk will escort you thru the hallway to the Shipping/Receiving Department with your items. Note that this service is only available if you have heavy or bulky items for delivery to Shipping/Receiving, if not, please use the STEM building access along the west sidewalk.

2. Receiving of items from Shipping and Receiving Department:

- a. Entrance to and exit from the Shipping and Receiving Department must be obtained through the STEM building and along the west sidewalk.
- b. If items are too heavy or bulky and a cart is needed, one will be loaned to you by Shipping and Receiving Department. The Shipping/Receiving clerk will accompany you thru the hallway to the UC building. Once you have completed your delivery, the cart must be immediately returned to the Shipping and Receiving Department. Please leave the cart next to the door leading into the hallway to the back dock. Contact the Shipping/Receiving clerk, either by e-mail, kmay@tamut.edu , or phone, 903-334-6710 to let them know the cart has been returned.
- c. NOTE: After the implementation of the new BAM purchasing system there will be a kiosk set up in the receiving area where the orders will be verified with the clerk and receiving documents will be signed off on electronically through that system.

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NOTE: The red button next to the receiving dock door is for deliveries for Chartwells ONLY.

The Receiving Clerk, other university employees that are granted access, Chartwells food service employees, and SSC employees are not permitted to allow you access through any door to the hallway leading to/from the loading dock.

The door will remain closed at all times.