RECEIVING & SHIPPING
Section: 524-7
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Issuing Office: Material Support Services

FREIGHT DAMAGES AND CLAIMS

I. POLICY

To provide for the recovery of funds due to freight damages, losses and overcharges to campus departments through investigation, documentation and submission of claims against responsible carriers.

II. PROCEDURES

A. Freight Damage

Four types of transportation claims recoverable from a transportation carrier are; visible damage, concealed damage, known loss and concealed loss.

1. Receiving files all claims that involve receipt or shipment of material.

2. Departments report shortages or damage of material immediately by calling 536-3248. Departments request pick up of damaged material and complete a UCSD Shipping Memo (FO#2089), Exhibit A, outlining all pertinent facts. The item and UCSD Shipping Memo are picked up by Material Distribution.

3. The damaged material and packaging must be retained for inspection by the carrier claim inspector.

4. Claims for concealed damage must be filed within 15 days and claims with damage exceptions must be filed within 90 days.

5. The repair of damaged goods is made at the departments' expense and an invoice of repair is submitted to Receiving for inclusion with the claim.

6. Material received damaged that is covered by University Risk Insurance is reported to the Insurance Risk Office and a claim filed against the delivering carrier. Partial payment by the carrier will result in filing a claim with the University Insurance Program for the remaining balance of the claim. Material Distribution keeps departments informed on the status of claim and maintains record of damage claims.

B. Loss of Material

Shortages of material from the carrier is notated on the carrier's freight bill and certified by the carrier driver and Receiving personnel.
C. Freight Overcharges

Departments that are overcharged on freight should contact Material Distribution. Material Distribution files a claim against the carrier for recovery of funds.
EXHIBIT A

UCSD SHIPPING MEMO

SHIPPING MEMO
UNIVERSITY OF CALIFORNIA, SAN DIEGO
8665 Production Ave.
San Diego, CA 92121
(619) 536-3248

Ship To:

Attention:

Ship Via:
Air □ Urgent □
Truck □ Prepaid □
UPS □ Collect □
U.S. Mail □ Routine □
Ocean □ Vendor Pickup □

INDEX #

DATE _____________________________

Required delivery date:

Amount of insurance required:

TO RETURN DAMAGED OR INCORRECT MERCHANDISE:

CHECK ONE
□ RETURNED FOR REPLACEMENT
□ RETURNED FOR CREDIT
□ OTHER

REQUEST # 201371

PURCHASE ORDER NO ________________

RO, ITEM NO ________________

DESCRIPTION OF CONTENTS

QUANTITY SHIPPED
Cars, Books, etc.

ITEM VALUE

VENDOR RETURN GOODS NUMBER

CHECK ONE:
University property being shipped on official business.
Government property being shipped on official business.
Personal property being shipped on official business.
(If checked, explain briefly on the reverse side.)

SHIPMENT AUTHORIZED BY

Mail Code

BELOW TO BE COMPLETED BY SHIPPING:

The right is reserved to examine all outgoing and incoming shipments on which the University of California, San Diego, has paid or will be billed for the freight charges.

Accounting

ACCOUNTING