Checklist Receiving Foreign Goods

The following checklist contains additional procedures which should be followed, in conjunction with UNB receiving procedures, when shipments are received from a foreign shipper.

- ☐ **Prior** to signing for a shipment, please check the following:
  - Does the shipment belong to your department or faculty?
  - Does the number of packages agree with the shipping documents?
  - Is the package (s) damaged?
  - If there is damage or discrepancies, make note of them on the shipping manifest or waybill **before** signing.

- ☐ Once you have opened shipment, please check the contents of the box against the shipping documents for the following:
  - Were the goods damaged?
  - Are the goods the same as those which were ordered?
  - Did you receive the correct quantity of goods?
  - Did the shipper include unsolicited gifts or promotional materials?

- ☐ If there was damage, discrepancy or unsolicited merchandise, it is mandatory to notify Mark McGeehan (Assistant Manager, Procurement Services) at mmcgeeha@unb.ca.

All shipping documents (bills of lading, packing slips, courier bills, etc.) must be maintained on filed for at least 6 years and stored in a manner which facilitates prompt retrieval in the event of a customs audit.