Central Receiving Out-Going Freight Process

1. Small packages less than 70 pounds are handled by Michigan Tech Mail Services (906-487-2348). If your item is over 70 pounds, it must go through Central Receiving.
   - Freight packages are considered to be packages larger than 150 pounds and have a combined length and girth of greater than 130 inches. This weight includes the attached pallet.

2. FedEx, UPS, US Special Delivery and NM Transfer are all common trucking services that frequently stop at Central Receiving. Depending on the shipping destination, any of these may be selected as a carrier by the shipper.
   - FedEx offers a discount when shipping on a University account which can be provided by Central Receiving when the shipment is ready for pickup. **FedEx may not always be the cheapest option so the shipper is encouraged to get multiple freight quotes.**

3. **Preparation of the freight items is the responsibility of the shipper,** not Central Receiving.
   - Central Receiving does have stretch wrap and plastic banding available for use in helping to secure freight item(s) as needed to a pallet.
   - Freight packaging tips provided by Fedex can be found can be found in this [PDF](#).

4. Most shipping companies provide a Bill of Lading that can be filled in online or printed to fill in by hand. Most freight companies also allow you to schedule a pickup either online via their website or by phone.
   - When selecting the date of pick-up, it must include a minimum of 48 hours for Grounds to transfer your item from its location to the Central Receiving Loading Dock.
   - The Class and NMFC number of the item shipping can be determined on the company’s website or by calling the shipping company.
   - An example of a Bill of Lading can be seen in this [Fedex BoL PDF](#).

5. The shipper is responsible for setting up a Maintenance Direct Work Order to have the item moved from its location to the Central Receiving loading dock.
   - Grounds needs a minimum or 48 hours to transfer the item before the actual freight pick-up time.
   - Items must be completely packaged and ready to ship prior to Grounds pick-up. This includes any fragile or hazardous material labels as needed.
   - The Maintenance Direct link to complete a Work Order is located at [http://www.mtu.edu/facilities/requests/repairs/](http://www.mtu.edu/facilities/requests/repairs/)
   - Please send Central Receiving an email (centralreceiving-l@mtu.edu) containing the following information once you have created the Work Order:
     1. Work Order number
     2. A copy of the signed Bill of Lading
     3. Department index/account number that will be paying for the shipment

6. Central Receiving will make sure the freight is loaded and will send a final copy of the Bill of Lading to the shipper which will contain the shipment tracking number.
   - Associated charges with the shipment will be charged to the account provided and processed through the Accounting/Purchasing Departments for payment.