

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 4 or 88L4CTJ0 TsajTJ0 Tw d 139T 3. TJ0.002 Tc -0.004 Tw 0 -1.41 TD(n)3.2 (t)3.7)2.7)1.3 01.5)1.5 an)2.4

- b. Assess responsibility.
- c. If the responsibility is assessed to the carrier:
 - 1) Sign the receiving documents verifying the damage.
 - 2) Prepare a damage report.
 - 3) Notify the carrier's agent and request inspection.
 - 4) Notify the Purchasing Manager and Buyer by e-mail.

B. Hidden Damage

