

Delivery Policies

At all properties, supplier deliveries must be made to the receiving dock except where specific provisions have been made to deliver products directly to the user, or other provisions which would apply to controlled shipments. Suppliers are not permitted to deliver items directly to the ordering department or to Purchasing, unless specifically authorized. Suppliers or their representatives are not permitted to place items directly into the storeroom or warehouse, except for those suppliers that manage the par stock level for the Property such as those that provide bread and dairy products. These suppliers will be accompanied by a Receiving Department employee or escort. Only in emergencies will the property receive products from suppliers after Receiving's normal work hours. Delivery of products after receiving hours should not be permitted to occur on a regular basis.

Maintaining a proper working relationship with suppliers requires positive steps on the part of the property managers, purchasing departments, corporate purchasing, receiving and accounts payable.