

Central Receiving,

Delivering for you:

Frequently Asked Questions

Q. Why should I use Central Receiving for my department's inbound deliveries?

A. Central Receiving is part of the University's vision for a pedestrian campus. When we receive and process deliveries in our off campus facilities we are reducing truck and other vehicle traffic on campus and consolidating those deliveries into just one or two of our smaller trucks. This also relieves congestion at each building's dock. Our drivers are very knowledgeable and have the equipment to bring your freight right to you.

Q. Is there a charge for this service?

A. No. Unlike freight carriers we don't charge for inside delivery, it's what we do. We also help avoid re-delivery charges. When carriers can't find or get to departments at the University, they will often charge a re-address or re-delivery fee in addition to delaying receipt of the goods.

Q. Where is Central Receiving located?

A. The building is located in East Walnut Hills at the corner of McMillan and Melrose Avenues. Just a few minutes from campus, the facility has five dedicated loading docks for easy access.

Q. How long does it take for packages to get from Central Receiving to my department?

A. Central Receiving delivers to every building at least every other day. Additionally, any rush packages (overnight, 2nd day, etc.) will be delivered to the department the same day provided they arrive at Central Receiving by 12 noon.

Q. Do I have to call ahead to use Central Receiving?

A. No, although you're welcome to call with any questions or to let us know you've got something coming. Our phone number is 556-5655.

Q. How do I use Central Receiving?

A. When ordering via UCFlex/SAP, just enter ship to code 1 in the UC Information tab. When using a credit card, have the item shipped to Receiving and be sure to have contact and department information on the shipment. We'll take care of the rest.

Using Central Receiving will save you time and hassle!

**Our address:
Central Receiving
McMillan and Melrose Avenues
Cincinnati, OH 45206
513-556-5655**