

Delivery and Receiving Update

COVID19 has created challenging times with the move towards telecommuting and remote learning. The Office of the Controller and Facilities are getting many questions about delivered items, including USPS deliveries and how to receive items in PeopleSoft. Below are general guidelines to follow:

Delivery:

- All **deliveries** to MMC and EC, unless designated to go to CP-193 (Scientific Receiving) or the PantherTech Store, will go to the Surplus Warehouse (W-7) located on the west side of MMC Campus.
- All deliveries to BBC will go to FIU Central Receiving, located 3000 NE 151st Street, Building S01 Central Receiving, North Miami, FL 33181.
- The FIU mail room will continue to receive packages from the USPS at CSC 1133 (rear of building).
- Recipients of packages will receive either an email, phone call and/or a Microsoft Teams notification informing them of receipt of the item. **In order to receive a Microsoft Teams notification, you need to sign up as a member of Microsoft Teams by following the instruction below.** All items will be held until the remote work conditions have ended or the recipient (with a picture id) picks up the item between 8:30 a.m. and 5 p.m. Monday through Friday at the warehouse and 7:30 – 3:30 at the mail room. We highly recommend you come on campus to pick up items as storage space may be limited.
- If any package is expected and is needed immediately, feel free to reach out to Surplus Property at 7-2799/2173/2179 (Surplus Warehouse), 6-5526 (BBC Receiving), 7-3695 (Scientific Receiving – CP-193) and 7-2644 (Mail Service CSC-1133).
- At this time, the Controllers Office is not granting requests to have goods shipped to a home address as FIU campuses remains open to staff and faculty. Under extenuating circumstances and with written justification from your division director, Executive Director of Procurement Services is happy to review requests on a case-by-case basis.

Receiving in PeopleSoft Finance:

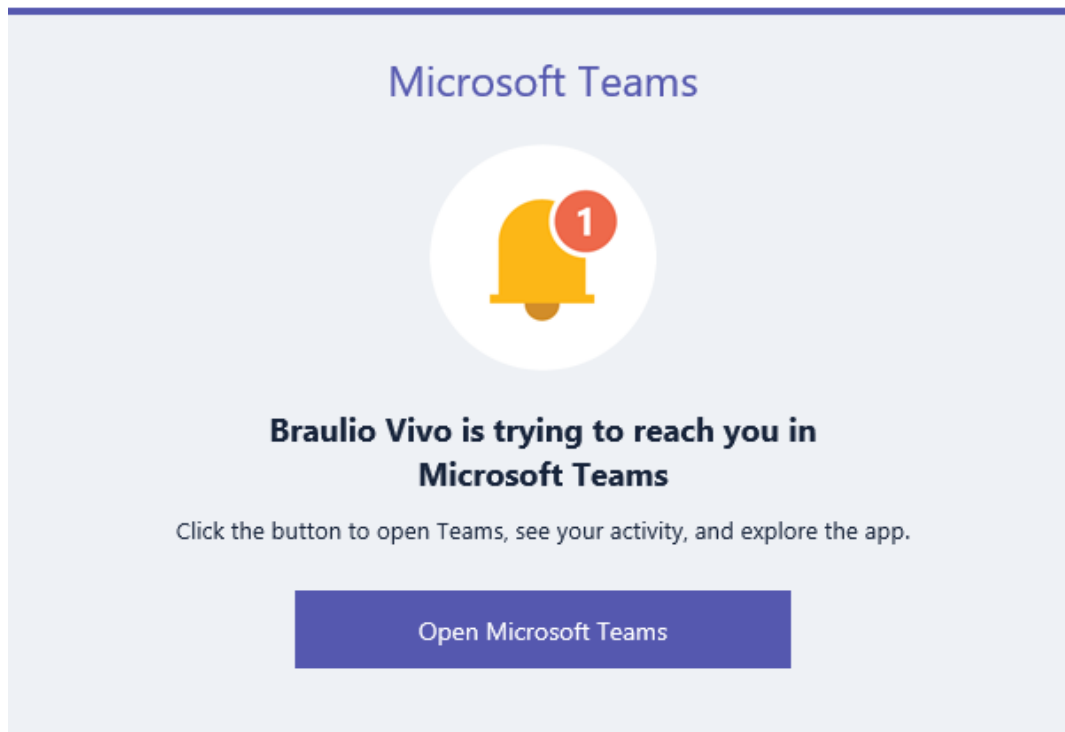
- If items are delivered at the W-7, CP-143, Mail Room or Central Receiving BBC and you have confirmed receipt through Microsoft Teams (**see below to sign up**) by searching for the picture of the package label then:
 - All purchases made through myFIUmarket can be “Received” in PeopleSoft Finance and payment will be made.
 - All purchases under \$2,000 that are special request (non-myFIUmarket) can be “Received” in PeopleSoft and payment will be made.
 - All purchases over \$2,000 that are special request (non-myFIUmarket) must be physically picked up at the warehouse(s) before the items can be “Received” in PeopleSoft and payment can be made.
- We **highly recommend** that you come on campus to pick up your purchases and take it to your office, once you receive an email notification from Teams as noted below.

Teams Installation Instructions:

- Install Microsoft Teams on your computer or mobile device, ([Download HERE](#))
- Sign in with your FIU credentials
- Click on “Join or create a team”
- Use the option of “Join a team with a code”
 - For MMC, including Scientific Receiving use “Receiving” team, and use code **4ai53w0**
 - For BBC use “BBC Receiving” team and use code **zyn5gj0**
 - For Mail Room use “Mail Room” team and use code **18zxjtw**
- Watch this 7 min video [“Microsoft Teams – Best Features”](#)
- Training: Go to LinkedIn Learning take “Microsoft Teams Essential Training” or ([CLICK HERE](#))

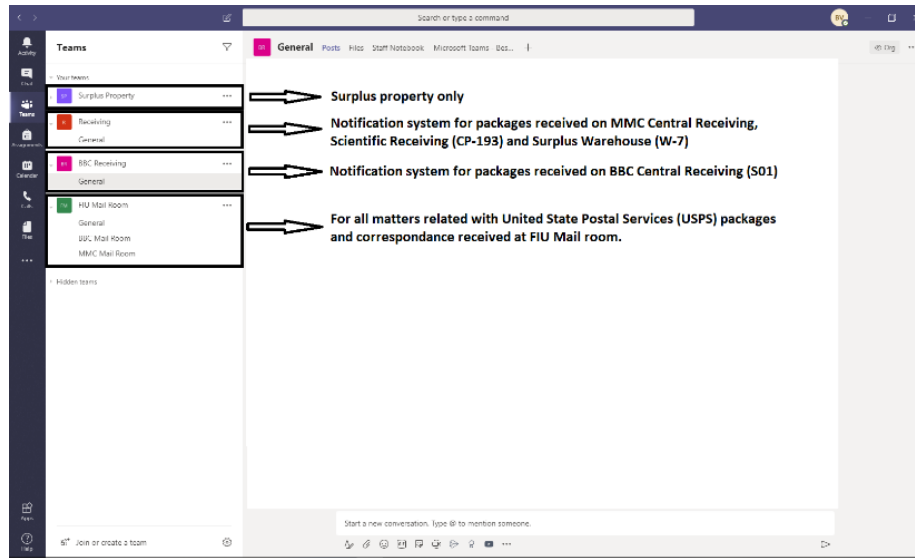
Welcome to Teams!!

Email notification that you will get once an item is received at the warehouse and is ready to be picked up:



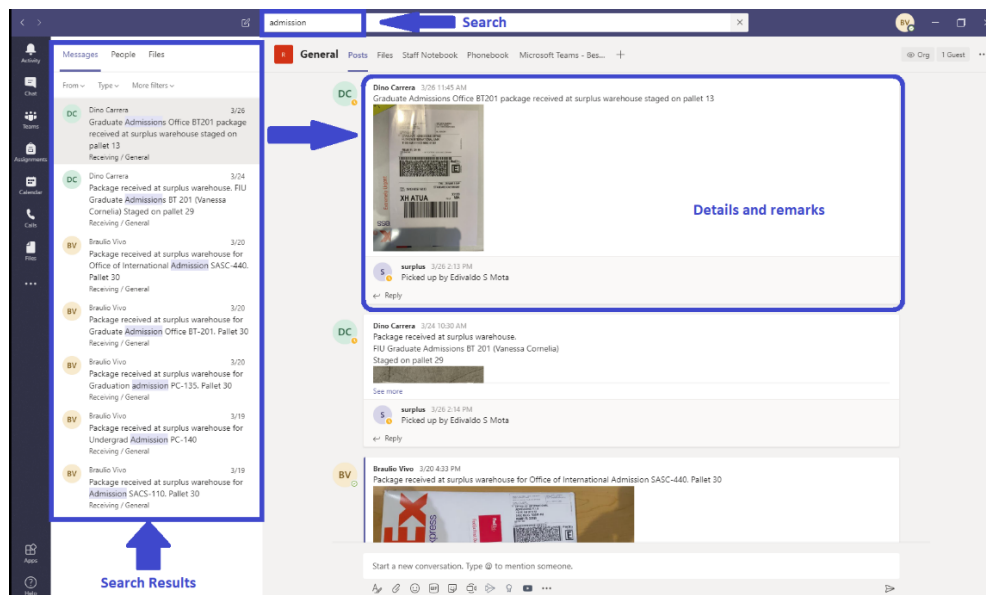
If you already have Microsoft Teams app setup on your computer, you won't be receiving this email, instead you will receive push notifications through the Teams app, please make sure to turn on notifications.

List of Teams available to you:



How to search for your delivered packages in Team's for “Receiving” (MMC), “BBC Receiving” or “Mail Room”:

- First: “SEARCH” Type any “key word” on the search bar on top of the app, such as: room number for shipment (e.g. “CP-193”), your “Name” (**Do not** pick the name from the drop-down menu) or any other word that might be on the label of your package and hit enter. See results on the left side panel.
- Go through all search result messages on the left panel and see if the “key word” you typed is mentioned.
- Click on the message and on the right side see the details and remarks for your package and “reply” with any message that you would like to send to the Receiving department.
- Many packages received will have remarks about when it was received, where the item is located, and who retrieved it from the warehouse with dates.
- See screenshot below:



Additional Teams Information

Six things to know about Microsoft Teams notifications

This is the who, what, where, and *shh!* of notification settings in Microsoft Teams. Visit [Manage notifications in Teams](#) for more details about how to adjust your notification settings.

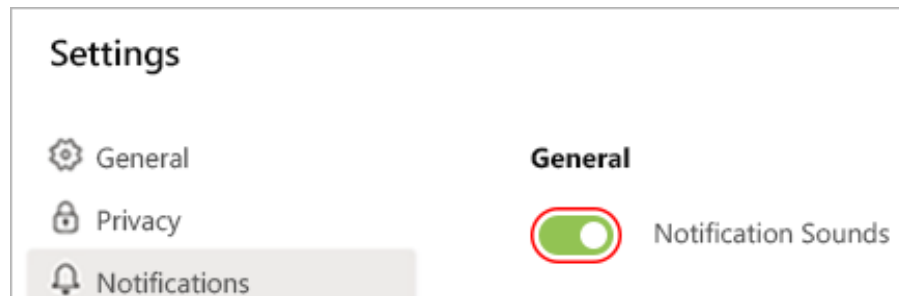
1. Notification settings are under your profile

- Access notification settings by selecting your profile picture in the top right corner of Teams, then Settings > Notifications.

Video: How to access notification settings

2. Notification sounds can be on or off

- To choose if a sound plays with each new notification, select your profile picture at the top right corner of Teams, then Settings > Notifications > toggle off/on.



- In this state, notification sounds are *on*.

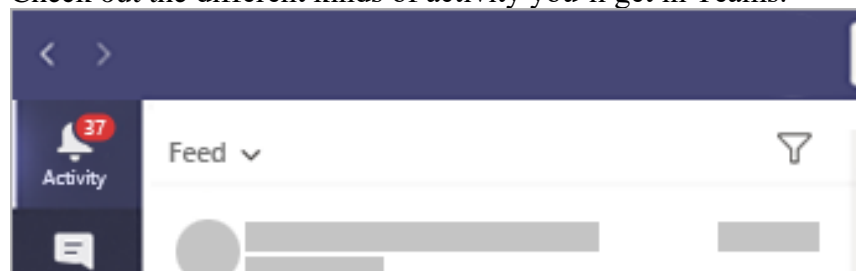
Note: Currently, only Android mobile devices are able to choose what type of sound plays for notifications.

3. There are default settings

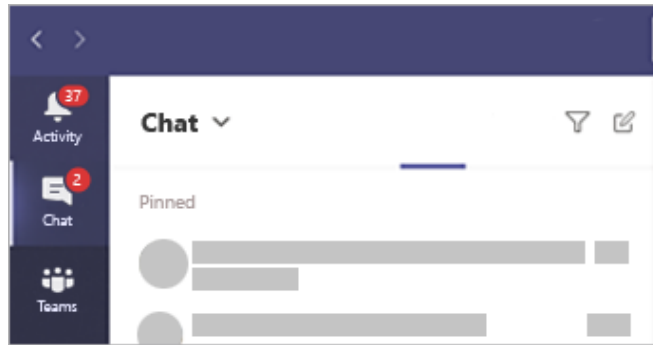
- If you change nothing about your Teams notifications, you'll receive both desktop notifications and activity feed alerts for @mentions, direct messages (chat), and all new conversations and @mentions in the channels and teams that show in your teams list.
- All of these defaults can be changed. [Learn how to choose the right settings to fit your preferences.](#)

4. There are four ways to get notified:

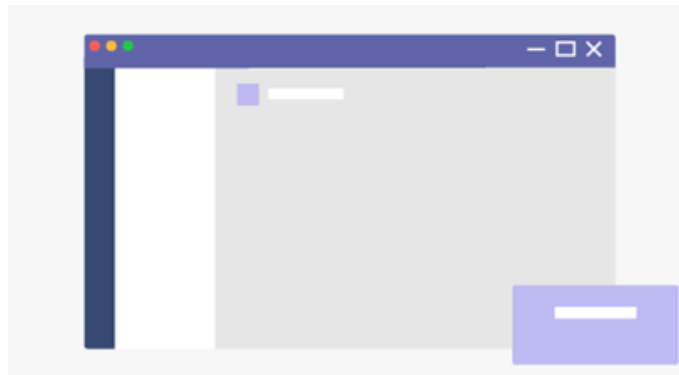
- The activity feed.
 - You'll find this in the top left corner of Teams. This is where we'll let you know what's happening across your teams and channels.
 - Check out the different kinds of activity you'll get in Teams.



- Then there's chat
 - This is where your group and one-on-one conversations happen. As you receive multiple messages, we'll keep a count of them for you.



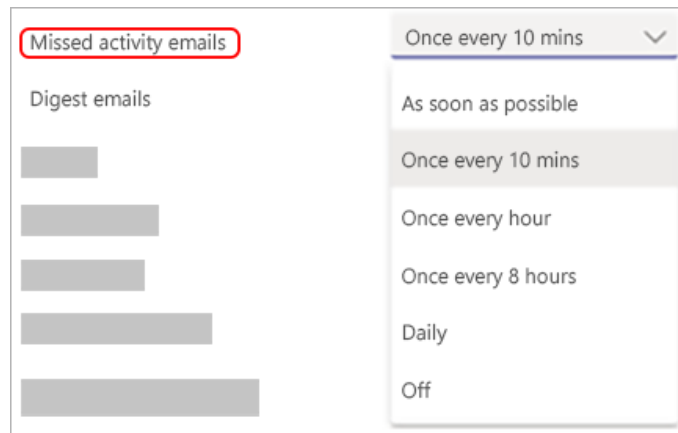
- Desktop—aka “Banner”—notifications
 - On Windows, these will show in the bottom right corner of your screen, then move to the Action Center.



- On Mac OS, these show up in the top right corner of your screen, then move to the Control Center.




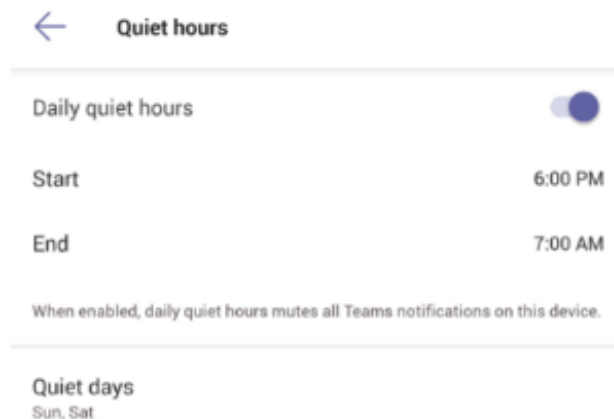
- Note: If using Teams on the web, some browsers will only show notifications in the browser tab where you're running Teams.
- Email
 - If you want to use email to stay on top of Teams conversations as they happen, use the missed activity email. You choose how often you get them.



- If you want a summary of the day’s activity, use the digest email. You’ll get this email at the beginning of each day.

5. Things are slightly different on mobile

- One of the first things you’ll want to do is choose whether to send notifications to your phone Always, or only When I’m not active on desktop. (*You’re considered inactive after 3 minutes of inactivity.*)
- The other thing you’ll want to make sure to set are your quiet hours. To do this, go to More  in the top left corner of the mobile app > Notifications > Quiet hours. Then set a specific time of day when you want Teams to hold your notifications—or choose entire days.



6. You can set notifications per channel, too

- When you get added to a team, we’ll automatically show the three most active channels in that team. These channels will send you notifications when someone @mentions the channel. To also get notified for all new conversations and replies, select More options ... > Channel notifications, or go to notification settings, and under Shown channels select Edit.