



NYU Langone Health: Vendor Packaging, Shipping/Labeling & Delivery Guide

This guide highlights NYU Langone Health's standards for packaging, shipping/labeling, and delivery. Adhering to these guidelines ensures efficient processing, reduces payment delays, avoids rejected shipments, and enhances operational processes and patient outcomes.

General Packaging Requirements

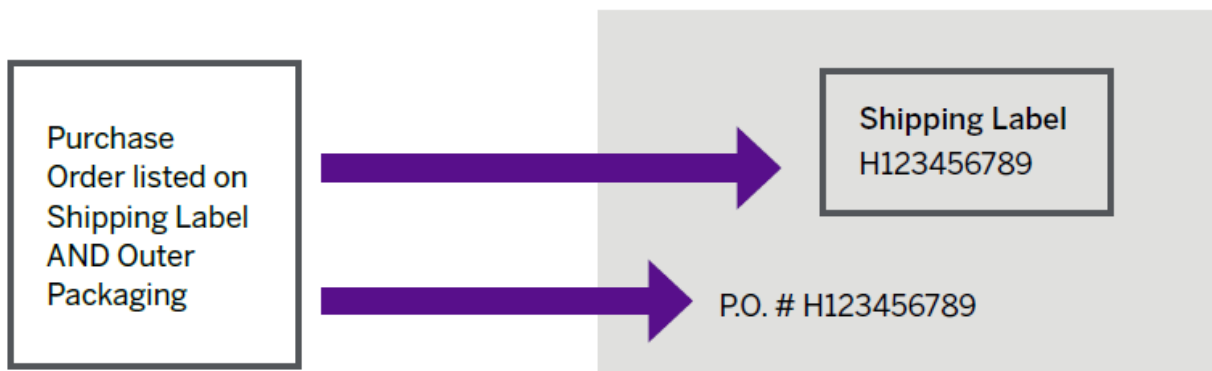
- Ship products in clean, sturdy, and sterile packaging, if necessary.
- Seal and protect certain items to prevent damage.
- Display expiration dates clearly on all inner packaging.
- Orders must be packaged separately, with each package containing the contents of only one order.

Shipping Documentation & Requirements

All orders must have comprehensive information on parcel labels or packing lists. Failure to comply may result in failure to pay invoices. The following must be included:

- Purchase Order (PO) Number: NYU Langone Health format (e.g. H123456789)
- Consignee Information: Company, name, contact, department, location, and full address
- Shipper Information: Company, department, name, address, and contact
- Packaging Information: Only one PO per parcel, and ensure the PO is visible on outer packaging

Preferred Label Format:





Consignee Name, Address,
Contact Information, and
NYULH PO#

Delivery Expectations & Receiving Information

- For Main Campus, deliveries are received Monday–Friday from 8 to 5 pm.
- Clearly mark partial shipments.
- For inside/interior deliveries to Main Campus, the NYU Langone Health recipient must personally receive the shipment from the delivery personnel.
- Email ReceivingMainCampus@nyulangone.org to schedule dock appointments for deliveries or pickups at Main Campus. You'll then receive a form to complete, which will determine the appropriate dock or bay.
- Appointments can be accommodated up to 3 hours for dock (arrival and dwell time combined).
- All packing materials/deliveries broken down at the dock by the carrier/vendor or end user must be completely discarded and removed from the dock.

Non-Compliance Consequences

Non-compliance in meeting any of these requirements may result in delivery refusal, delayed payment, or failure to pay invoice.

Contact Information

For questions about packaging, labeling, and delivery, email: VendorOperationsCompliance@nyulangone.org