April 1, 2025

Goods Inspection System

The Guide to Acceptance Inspection Center for Purchaser

[Content] Page

1. Introduction 2
2. Purpose for inspection of all goods 3
3. Inspection flow 3
4. Inspection details
   - Pattern A (Supplier) 4
   - Pattern B (Bringing in) 5
   - Pattern C (Going over) 6
   - Pattern D (Vehicle) 7
   - Pattern E (Prevention) 8
   - Pattern F (Photo) 9
   - Pattern G (Deliver to the Acceptance Inspection Center) 10
   - List of inspection necessity 12
5. What is necessary for inspection, and other matters 15

Misconduct examples 17

Acceptance Inspection Center
Asset Management Section, Division of Facilities and Asset Management
Shibaura Institute of Technology

1. Introduction

For the purposes of using public and other research funds appropriately and preventing misconduct in research and education, Shibaura Institute of Technology opened the Acceptance Inspection Center in Toyosu and Omiya Campuses on April 1, 2015, with the center staff checking and inspecting goods delivered.

Regardless of the amount expended, the Acceptance Inspection Center inspects all goods that are procured using public research funds and division budgets. (Please see below for details.)

Researchers of other universities have been found to engage in intentional or negligent misuse, resulting in serious outcomes including not only penalties on them but also the suspension of research funds for their universities over the next several years. Please understand that the acceptance inspection system is intended to prevent those results from occurring and protect individual researchers.

The following is an outline of how inspection of all goods is conducted.

Guidelines for management and auditing of public research funds at research institutes (implementation standards)

(Determined by the Minister of Education, Culture, Sports, Science and Technology on February 15, 2007, revised on February 18, 2014, revised on February 1, 2014)

(Omitted)

After formulating the guidelines, in February 2014, based on the discussions at the "Meeting of Experts on Proper Management of Public Research Funds", revisions were made to add new content, and each institution established a management / audit system based on the guidelines. As a result of the progress, the number of fraudulent cases through traders has decreased significantly.

However, fraudulent cases related to rewards, salaries, travel expenses, etc. are on the rise, and research fund fraud still occurs in various forms. (Omitted)

This amendment strengthens fraud prevention measures with the three pillars of (1) strengthening governance, (2) awareness reform, and (3) strengthening fraud prevention system, based on the factors that still cause fraudulent research funds. In order to promote more effective efforts while considering the efforts of each institution, the description of the previous guidelines will be further concreted and clarified.

(Excerpt from the Ministry of Education, Culture, Sports, Science and Technology website)

2. Purpose for inspection of all goods

The introduction of inspection of all goods intends to realize Section 4 “Appropriate management of research costs” of the Guidelines for Management and Auditing of Public Research Costs in Research Institutions (February 2021) and thus prevent misconduct such as fictitious ordering.

3. Inspection flow

(1) Budgets (financial sources) to be inspected

Competitive research funds (scientific research costs, government competitive funds, etc.), education and research budgets for departments, Special funds for education and research budgets, Encouragement of research budgets, and Commissioned research budgets.

* Administrative budgets not included. However, budgets regarded as competitive research funds that require inspection shall be included.

(2) Target of inspection

All goods that fall under (1) above.

(3) Inspection method

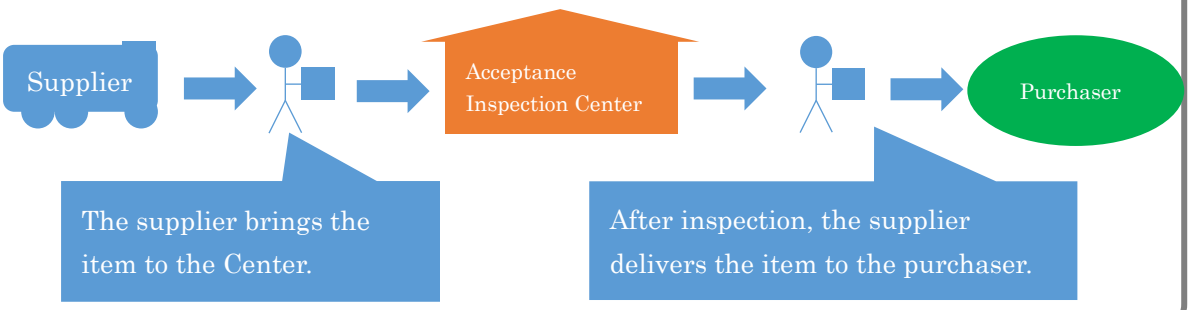
Goods are inspected at the Acceptance Inspection Center in Toyosu and Omiya Campuses. All goods to be inspected need to be brought to the Center and undergo inspection by the Center staff (with a few exceptions). You cannot get paid for goods that have not undergone acceptance inspection.

4. Inspection details

Goods and supplies procured using the budgets specified in 3(1) must undergo inspection according to the following patterns.

Pattern A (Supplier)

The supplier stops by at the Acceptance Inspection Center before delivery.



[Inspection method]

Before delivery, the supplier brings the item to the Acceptance Inspection Center to undergo inspection. After inspection, the supplier delivers it to the purchaser.

Pattern A (Supplier): Last reception time for inspection is 16:45

[Note]

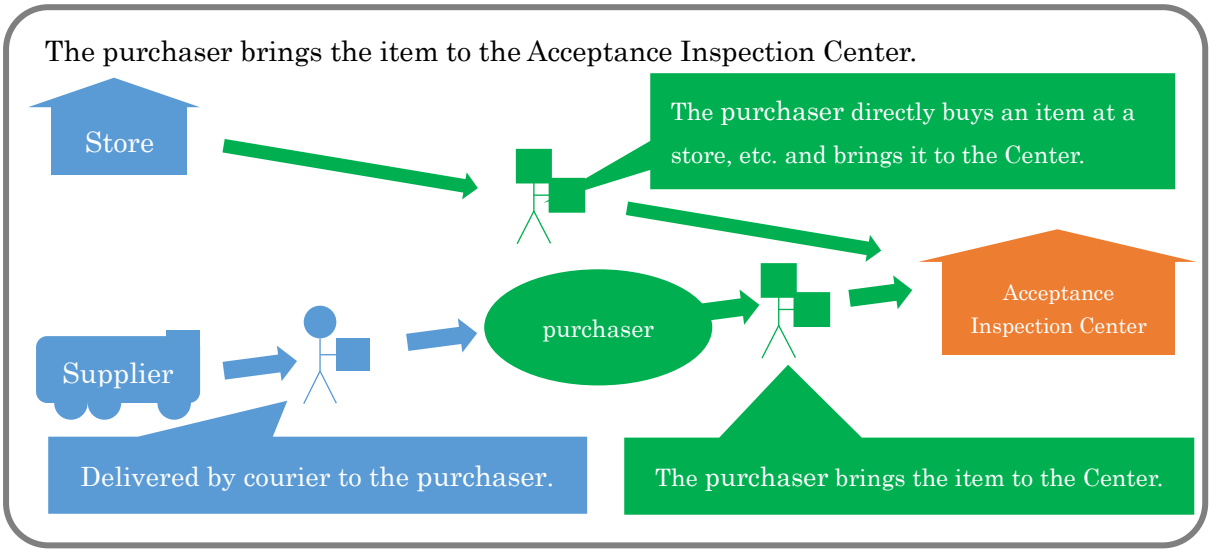
- The purchaser shall instruct the supplier to stop by the Acceptance Inspection Centre at the time of delivery. If the supplier does not stop at the Acceptance Inspection Centre and delivers an item directly to the purchaser, the purchaser must bring the item to the Acceptance Inspection Centre for inspection.

- It is not possible to keep items that have already been inspected at the Acceptance Inspection Centre. If the items cannot be delivered due to the absence of the purchaser or for any other reason, the Acceptance Inspection Centre will carry out the inspection cancellation procedure and the items will be brought back to the supplier. It is strictly forbidden for the supplier to take back the items that have already been inspected. Please be sure to stop by the Acceptance Inspection Center to have the acceptance inspection canceled.

- For items ordered by the Asset Management Section that are 200,000 yen or more in value, the original vouchers such as delivery slips and invoices are collected at the Acceptance Inspection Center upon acceptance inspection.

Pattern B (Bringing in)

Includes cases where the purchaser buys an item through the internet and directly receives it from the supplier via courier or buys an item at a store (including the Co-op) and brings it back to the office.



[Inspection method]

When the purchaser directly buys an item at a store or directly receives an item at the office via courier, the purchaser brings it to the Acceptance Inspection Center to undergo inspection.

Pattern B (Bringing in): Last reception time for inspection is 16:45

[Note]

The purchaser is required to keep the item unopened and unused when bringing it to the Acceptance Inspection Center.

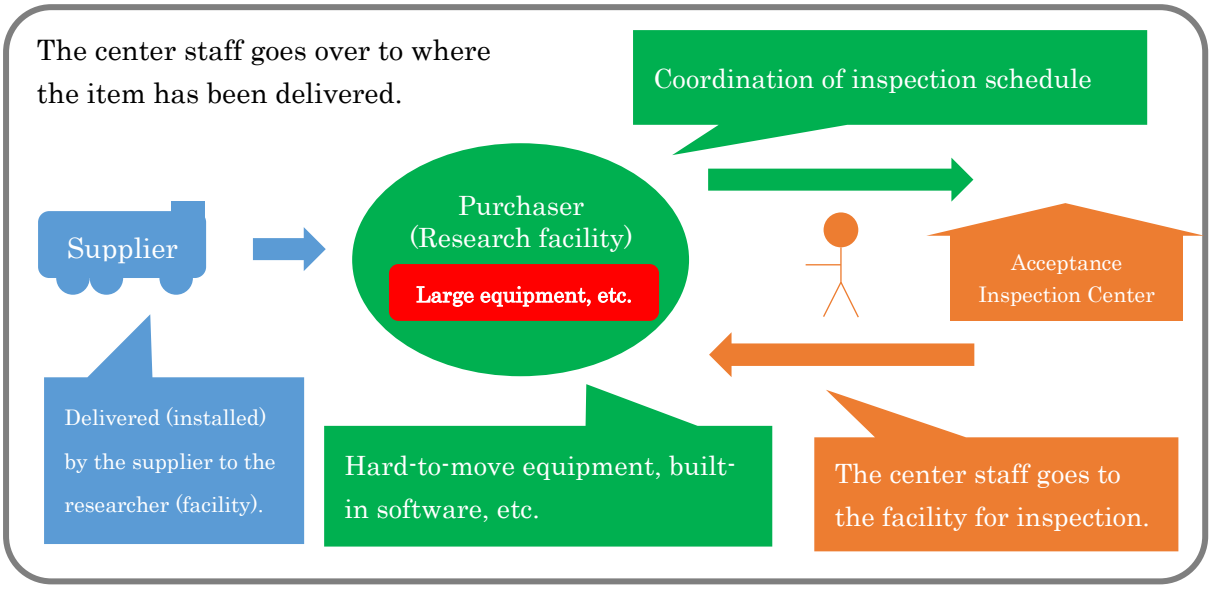
(It is possible to open the outer box of the delivery cardboard to confirm the inclusion of the delivery note.)

If you have to use the item before inspection due to urgent circumstances, be sure to take a photo before use and submit it to the Acceptance Inspection Center when you bring in the item. See "Pattern F (photo)" (page 9) for details.

Faculty members can send items to the Acceptance Inspection Center at Toyosu campus. For details, see "Pattern G (Deliver to the Acceptance Inspection Center) (page 10).

Pattern C (Going over)

Items that are difficult to bring to the Acceptance Inspection Center, such as large equipment and built-in software.



[Inspection method]

In consultation with the purchaser, the Acceptance Inspection Center staff goes over to where the item has been delivered (such as the research facility) and conducts inspection together with the supplier and the purchaser.

※Priority will be given to reservations for Going-over inspection made by the day before. Application deadline of Going-over inspection is 16:00 on that day.

[Note]

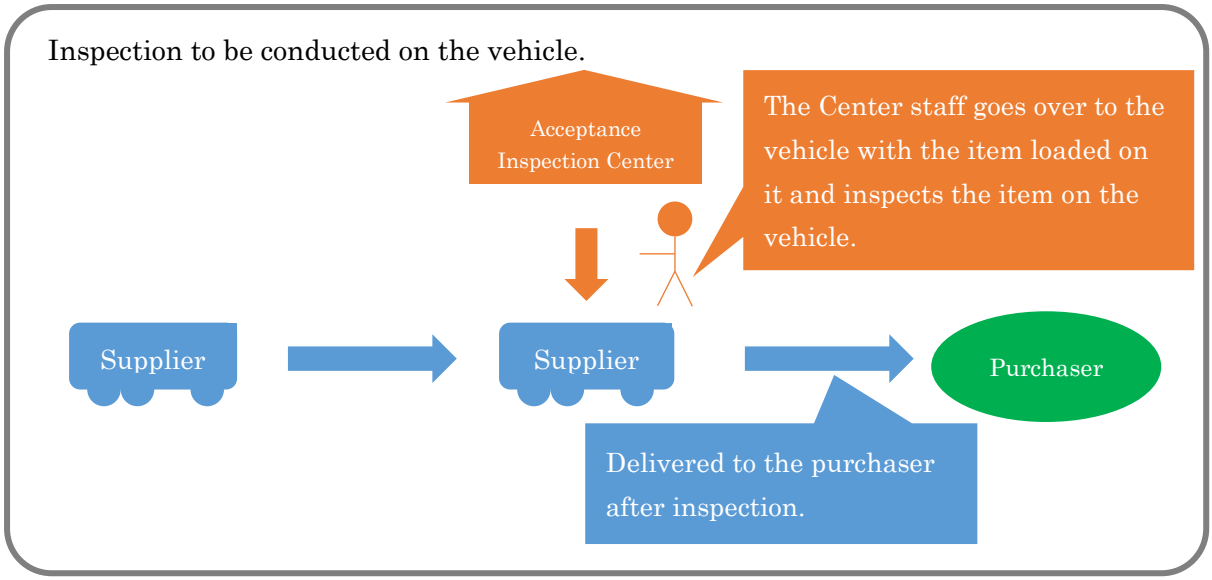
Equipment consisting of components should be inspected after they are assembled to make the equipment operable. When inspecting built-in software, its start-up screen needs to be shown. In the case of built-in parts (such as CPU, motherboard, and graphic card), please bring them to the Center before they are built in the equipment.

Reservations for Going over are handled on a first-come, first-served basis. If you make a reservation on the day of the inspection, we may not be able to accommodate you at your desired time. Early reservations are recommended.

Each Going over inspection appointment lasts 30 minutes. Therefore, when the Acceptance Inspection Center staff has an appointment for a subsequent Going over inspection appointment or when the Acceptance Inspection Center is crowded, they may only inspect items that are difficult to bring to the Acceptance inspection center.

Pattern D (Vehicle)

Items that cannot be unloaded at the Acceptance Inspection Center for inspection, such as gas cylinders and liquid samples.



[Inspection method]

The item is inspected on the delivery vehicle for items that cannot be brought to the Acceptance Inspection Center.

Pattern D(Vehicle): Last reception time for inspection is 16:30.

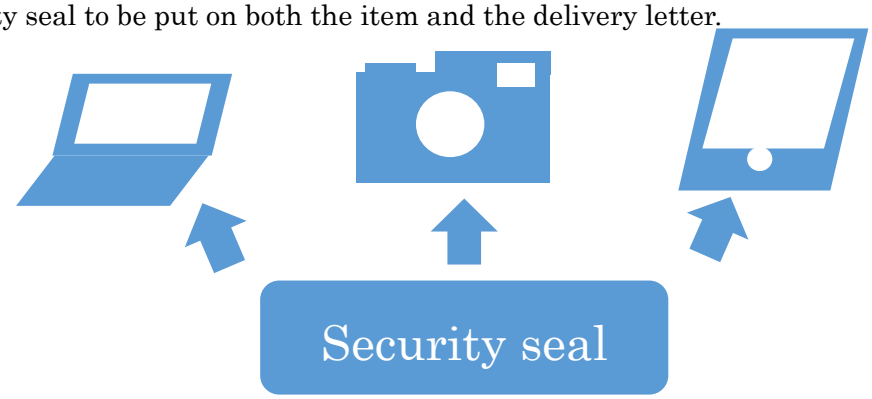
[Note]

The purchaser is required to consult with the supplier in advance about the delivery date (time) of a reagent, etc. Be sure to receive it on that date, not causing the supplier to bring it back. To prevent reagents from being taken home for resale and to control inventory, a sticker will be attached to the reagent container for management purposes.

Pattern E (Prevention)

Designated goods that are procured as Consumable Supplies less than 200,000 yen (e.g. highly negotiable items, which mean items that can easily be exchanged with money).

A security seal to be put on both the item and the delivery letter.



[Inspection method]

A security seals are put on both items and delivery notes after they are inspected. Acceptance Inspection Center will manage the items until their disposal.

※The security seal should be affixed to the items in a conspicuous location so that internal audits can verify the status of the seals affixed to the items.

※If the security seal is removed, please contact the Acceptance Inspection Center immediately. The security seal will be reapplied.

[Designated goods (highly negotiable items)]

In "the Guidelines", MEXT designates the following items as highly negotiable items that should be managed carefully to **prevent reselling**.

https://www.mext.go.jp/a_menu/kansa/houkoku/1343904_21.htm

Item	Detail（example）
PC	Laptop computer, desktop computer, VR computer, NAS or other equipment with the functions of a computer.
Tablet computer	iPad, digital paper, smart phone, wearable device (e.g. Apple Watch), other equipment with the functions of a computer.
Digital camera	Compact digital camera, DSLR digital camera, 360-degree camera, small digital camera, or other equipment that can record a still image.
Video camera	Video camera, drone with video camera, or other equipment that can record a movie (moving image).
TV	TV (with built-in tuner)
Recording equipment (audio/video)	IC recorder, DVD recorder, Blu-ray recorder, or other equipment with the functions of recording (audio/video).

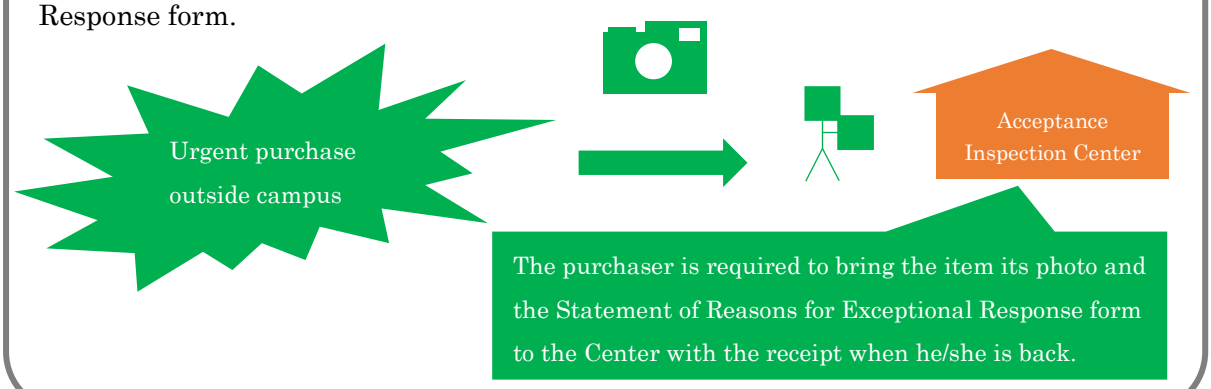
Pattern F (Photo)

Photo-based inspection.

Exceptional emergency response in the case of:

- the purchaser procuring an item (consumable) urgently off-campus (e.g. during business trip).
- the purchaser being in sudden need of an item at an external research facility.
- the purchaser being in need of an item for research purposes outside business hours of the Center.

Please fill in the reason for photo acceptance in the Statement of Reasons for Exceptional Response form.



[Inspection method]

The purchaser is required to visit the Acceptance Inspection Center immediately after he/she is back and submit following photo/documents:

-Present the item's photo (data) which he/she took before using the items

-The receipt, delivery notes etc.

-Statement of Reasons for Exceptional Action form

Pattern F(Photo): Last reception time for inspection is 16:00.

[Note]

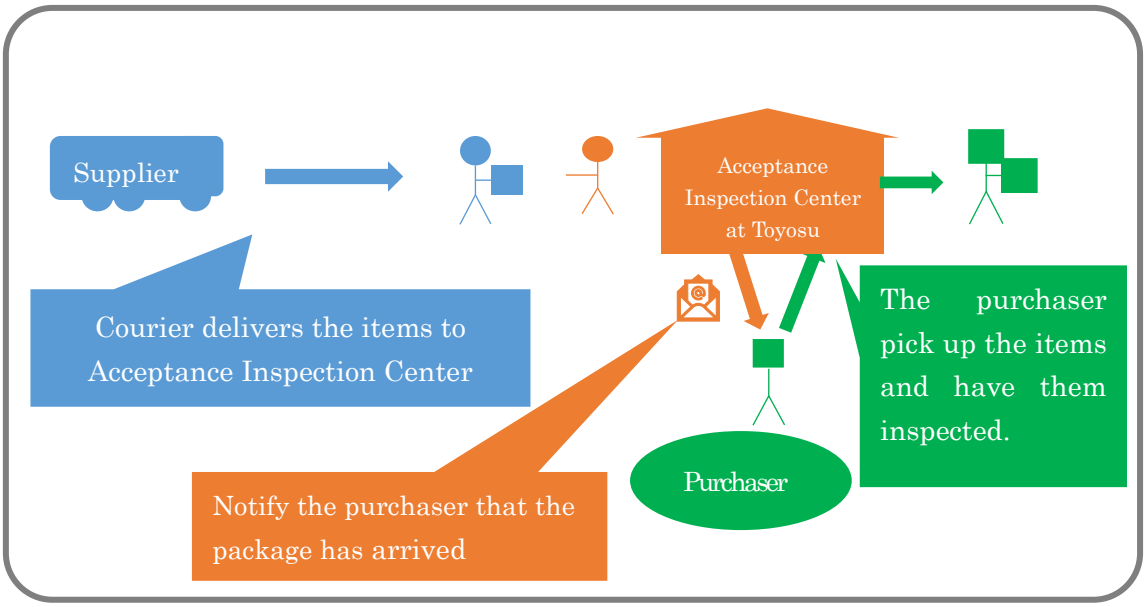
If you procured the items off-campus, be sure to take a pre-use photo of the opened item along with the delivery note and receipt. The Acceptance Inspection Center staff will check its name and quantity of them.

※Please bring both the items and the photos if you still have the items.

When a student receives an inspection with a photograph, he/she must bring a Statement of Reasons for Exceptional Action form <u>with "signature" or "name and seal" in order to confirm that he/she has the permission of the person responsible for use (faculty member) in advance.</u>

Pattern G（Deliver to the Acceptance Inspection Center at Toyosu）

The courier delivers the items to the Acceptance Inspection Center at Toyosu campus. (*Pattern G is limited to Toyosu Campus only).



【Inspection method】

The items that faculty member ordered can be delivered to the Acceptance Inspection Center at Toyosu campus by marking the packages as "Deliver to the Acceptance Inspection Center at Toyosu campus" Upon receipt of the delivery notice, the purchaser shall promptly visit the Acceptance Inspection Center at Toyosu campus to have the package inspected. For items purchased from e-commerce sites recommended by SIT (Amazon Business, Biznet), Acceptance Inspection Center at Toyosu campus staff member will be authorized to unpack the package on behalf of the purchaser and will inspect the package upon receipt without the purchaser's presence. If the item falls under the designated items, a security seal will also be affixed.

Pattern G: Last reception time for inspection is 16:00.

(Last reception time for items purchased from e-commerce sites recommended by SIT (Amazon Business, Biznet) is 16:45)

【Note】

- The following items cannot deliver to the Acceptance Inspection Center at Toyosu campus:
  - ・Dangerous items
  - ・Refrigerated items
  - ・Large equipment, etc.

Please make sure to send the above items to the purchaser's laboratory.

- Even if the items purchased through SIT recommended e-commerce site, with a high risk of damage (precision equipment, medicine, etc.) will be inspected in the presence of the purchaser without being opened in advance.

- Inspections will be carried out in the order in which items are received from the courier. There is a delay between the courier's delivery completion email and the Acceptance Inspection Centre's completion email. Please come to the Acceptance Inspection Centre after you have received an email from the Acceptance Inspection Centre.

- Deliver to the Acceptance Inspection Center at Toyosu is not available when the center is closed during long-term vacations and the day before.
  There is a possibility that opening hours may change before and after long-term vacations.

List of inspection necessity

Visual confirmation of the actual item is performed at the time of acceptance inspection under the guidelines of MEXT.

※https://www.mext.go.jp/a_menu/kansa/houkoku/1343904_21.htm

Inspection shall be conducted in a timely and appropriate manner. If you have any question, please contact the Acceptance Inspection Center.

●Contact:

Acceptance Inspection Center

・Toyosu：03-5859-7300

・Omiya：048-720-6560

For more details: Please refer to page 16.

[Inspection necessity] ○＝Necessary ×＝Unnecessary △＝Partially necessary

Item		Inspection method (example)
Subscription (monthly payment)	○	Visually check the PC screen at the first time, and from the following month, take a screenshot of the subscription service you are using (include the date) and bring the delivery note (or a receipt) to Acceptance Inspection Center
Chemical	○	Put special labels on containers after inspection at the Center. (Excluding those that cause deterioration or danger of chemicals due to opening of the sealing film, or recycling containers that need to be returned, etc.) the Acceptance Inspection Centre will carry out the inspection cancellation procedure and the items will be brought back to the vendor.
Experimental organism	○	Direct delivery to the research facility on the condition that the purchaser is present (prior confirmation with the vender). After delivery, the Acceptance Inspection Center staff goes over to the facility to inspect the item.
Software (not built-in software)	○	Direct delivery to the research facility on the condition that the purchaser is present (prior confirmation with the vender). After delivery, the Acceptance Inspection Center staff goes over to the facility to inspect the item. The downloadable version is inspected on the PC screen after installation. If there is a contract period, there will be a check on the PC screen that the software will be activated within the contract period.
Subscription fee (magazine etc)	○	Inspect the first issue delivered. In the case of advance payment, inspect the application form (with the catalogue attached, if any). If the data is delivered electronically, it should be displayed on a PC screen for acceptance inspection.
Equipment repair	○	Inspect the repaired item based on the repair report.
Electric book	○	Present an item that confirms that the data has been delivered (downloaded). If the data is downloaded to a PC, acceptance inspection is performed on the PC screen in the downloaded state.

Travel expense		×	
Labor cost, reward	Document organization, experiment assistance	×	
	Part-timer employment	×	
	Gift, book coupon	×	Submit a gift list to the accounting department.
Academic papers / Collection of academic papers Academic meeting materials (proceedings, etc.)		△	<u>Inspection necessary</u> - When buying a collection of papers alone. - Even if a conference fee includes the price of collections of papers, buying more volumes separately than the specified limit is subject to inspection. - For electronic treatises whose viewing period is only the academic conference, bring photo of the screen and documents of its payment details. <u>Inspection unnecessary</u> - Manuscript submission fee; article processing charge. - When a conference fee includes the price of collections of papers.
Annual membership fee		×	<u>Inspection necessary</u> If the annual membership fee and the thesis collection fee are paid separately, an acceptance inspection of the thesis collection is required.
Outsourcing	Book, publication, copy, image development	○	Inspect all delivered items. *Please consult with Acceptance Inspection Center before distributing.
	Translation, proofreading, audiotyping, correction, etc.	○	Inspect the deliverable. If the printing volume is large, PC screen for acceptance inspection is also OK.
	Program development, data analysis, website production cost	○	Inspect the deliverable. (Includes the website renewal cost.) Bring documents that show the specifications and work instructions.
	Survey	○	Inspect the deliverable such as reports and questionnaire results.
	Processing cost	○	Inspect the drawing, item, work report, etc. Bring documents that show the specifications and work instructions.
Stamp, postcard, Letter Pack, SIM card, Wi-Fi Router Internet Communication Charges External server rental fee		×	Inspection unnecessary for communications and transportation costs.

Rental fee (experimental equipment, etc.)	○	For an item that is replaced regularly, confirm the actual one at the time of contract conclusion and renewal. Photo-based inspection for external rental.
Meeting-related cost	×	Inspection is unnecessary for the venue rental fee and conference food and drink cost.
Maintenance cost	△	Software maintenance involving version upgrades require acceptance inspection. Equipment maintenance does not require acceptance inspection at the time of payment, but the actual equipment will be checked on an irregular basis.
Participation fees for training and seminars Museum entrance fees, etc.	×	If the participation fee/entrance fee is separate from the cost of materials, etc., the cost of materials must be inspected.
Equipment usage fees for off-campus facilities	△	Inspection necessary -Experiments using the equipment result in deliverables. Inspection unnecessary -Equipment usage fees for training, etc. do not require acceptance inspection. (No deliverables will be generated.)

5. What is necessary for inspection, and other matters

Other than the item to be inspected, the following documents are necessary for inspection.

If the item is **Consumable Supply** less than 200,000 yen, the purchaser places an order by herself/himself, and the following documents ((2) Necessary documents) will be required for inspection. All the necessary documents and the delivered item should be brought into the Acceptance Inspection Center.

The Asset Management Section will place orders for Equipment /Fixture costs 200,000 yen or more. And the Asset Management Section will designate the delivery destination to the user (in the case of delivery by courier service, to a laboratory or experimental room under the user's jurisdiction), and the user must bring the items to the Acceptance Inspection Center for inspection.

(1) Necessary items

■All goods procured

－When you procured more than one, please get all of them to be inspected.

－In the case of software, bring in its package. In the case of downloaded software, bring in the note PC with the software installed.

・When repairs have been made, prepare a repair report issued by the repair company and repaired items. (*Repaired items alone will not be accepted for inspection)

※There is no University-specified format for Repair Reports or Work Completion Reports, but please ensure that the following items are included.

-The date of the repair/the date of the repair report was issued.

-The billing address must be addressed to Shibaura Institute of Technology.

-The name of the company that carried out the repair and the name of the person responsible.

-The model number of the repaired equipment and the details of the repair (in the unlikely event that the repair could not be carried out, the reason for the repair should be stated).

(2) Necessary documents

■Less than 200,000 yen (Consumable supplies)

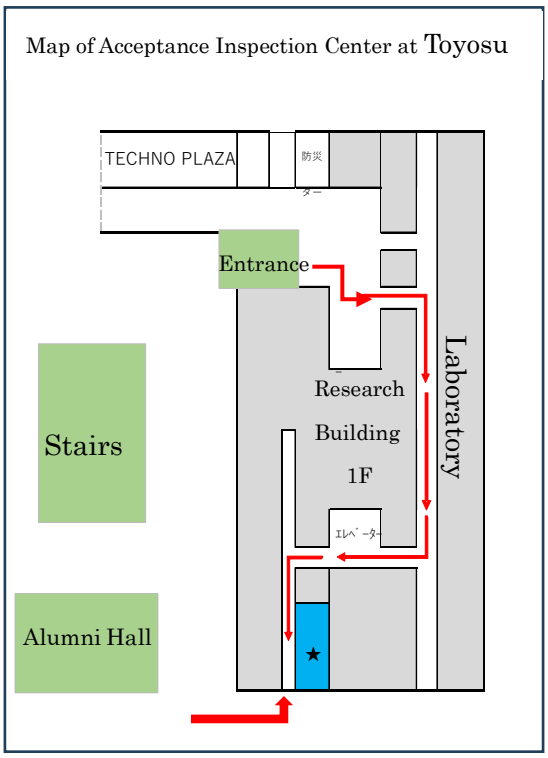
- Delivery slip or receipt (Items with a detailed description of the goods (receipts are acceptable))

The name on the necessary documents should be "Shibaura Institute of Technology. Your name only or "上様" is not accepted.

(3) Location of the Acceptance Inspection Center

■Toyosu Campus (Room No.01B27)
Research Building 1F.
Phone: 03-5859-7300

■Omiya Campus
Building No.5, 1F
Phone: 048-720-6560



(4) Business hours

Monday to Friday 9:00–17:00

Reception hours

検収パターン	受付時間
Pattern A (Supplier)	9：00～16：45
Pattern B (Bringing in)	9：00～16：45
Pattern C (Going over)	See page 6 for details
Pattern D (Vehicle)	9：00～16：30
Pattern F (Photo)	9：00～16：00
Pattern G	See page 10 for details

* Except for summer/New Year holidays and during the SIT entrance exam period.
* Business hours may change during the summer shift period.
* The Center staff may leave seat for a short while to inspect large equipment, etc.
* Please check opening dates on calendar of the Acceptance Inspection center.

Inspection is conducted on a day (during the contract delivery period) when you receive the item from the supplier. If you can't undergo inspection on that delivery date, you must complete inspection within 5 days from the delivery date. If the contract delivery deadline is set on a non-working day like Saturday, Sunday or holiday, the next working day is regarded as the contract delivery deadline. This also applies to repair and maintenance services.

Examples of Misconduct

We at METI received from University A an investigation report about inappropriate use of research funds and confirmed that the university was engaged in accounting fraud in research projects subcontracted by METI.

So we have decided to suspend the provision of subsidies to University A for a certain period of time and restrict researchers involved in the fraud from applying for all research funds awarded by METI for a certain period of time. We also made University a return part of the funds they had fraudulently received and will ask them to return the remaining funds.

(Excerpt from the METI materials)

Misconduct examples

1. Fictitious ordering

Collude with the supplier to pretend to order consumable supplies, and have the supplier charge the price. Money paid is stocked for future research funds to be used by the relevant researchers.

2. Cheat on volume

Collude with the supplier to pretend to order more consumable supplies than necessary and have only the necessary number of them delivered. The rest processing is the same as above.

3. Excessive ordering

Order an extra amount of expensive consumable supplies and have them delivered. Extra supplies will be diverted separately.

4. Unintended use

Purchase an item (fixture, consumable, etc.) that is not included in the original research plan and have the supplier charge the cost under the name of an item that is in line with the research purpose. Pretend to receive an item necessary for research and get paid.

5. Diversion of receipts

Research funds do not include costs for entertainment. So replace a receipt for entertainment expenses (club, karaoke, golf, etc.) with a receipt for private dinner, etc. and charge the expenses under the category of meeting expenses.

6. Abuse of reimbursement for out-of-pocket expenses

Exploit the reimbursement for out-of-pocket expenses for a small number of supplies and rare components. Submit a receipt used for another purpose as if you spent your own money for consumable supplies necessary for your research.