Warehouse Shipping Procedures

In order for Warehouse Services and Purchasing to provide the most efficient and expedient method of shipping boxes and packages of materials back to a company, please follow the procedures below:

1. *Call Jana Gaiser in Purchasing at extension 14713* before anything is boxed up and sent to the warehouse. She will call the company for their “return policy”, as often times they have a re-stocking fee and may require return authorization tags.

2. Form 30-0-034, Shipping Instructions, must accompany all boxes and packages sent to the warehouse for shipping and it needs to be filled out completely. When the form is completed, detach the goldenrod copy (packing slip) and insert it into the box with the materials. You may keep the green copy (dept. or school) for your reference.

Also needed, is an addressed mailing label for each box or package.

- Consigned to:  
  (Name of Company)

- Destination:  
  (Address)

- State of:  
  (City & State)

- Carrier:  
  (UPS, RPS, Overnight, Express, 2-Day, etc.)

- Charges:  
  (Account Classification)

- Shipment Date:  
  (Warehouse Office will complete)

- No. Packages  
  (Type in the number of boxes/packages that are being sent in)

- Description of Articles  
  (Type in description)

- P.O. No.  
  (Type in purchase order number on which items were originally ordered)

- Disposition  
  (Repair, To Be Replaced, Not Needed, Preview Only)

3. Boxes and packages need to be correctly prepared for shipping: addressed, packed, and securely taped.

4. Also, indicate if the box or package needs to be insured.