

Shipping Services

SHIPPING SERVICE

Central Receiving and Delivery processes outgoing shipments for University departments located on the Pullman campus. The respective campus mailing services offices process outgoing shipments for departments located at WSU Spokane, WSU Tri-Cities, and WSU Vancouver. NOTE: WSU Everett handles all mailing and shipping services through the campus front desk.

Using the campus shipping and mailing services offices enables WSU to minimize service vehicle traffic on the Pullman, Spokane, Tri-Cities, and Vancouver campuses.

Overnight Service

Use Central Receiving and Delivery or campus mailing services for overnight shipments by Federal Express or other carriers offering overnight service (see also *BPPM* 80.28).

Assistance

Contact Central Receiving and Delivery or campus mailing services for assistance and advice. Central Receiving and Delivery and campus mailing services personnel can explain shipping and routing options. Central Receiving and Delivery and the campus mail service offices also provide rate quotes and insurance prices. See also *BPPM* 80.28 regarding freight discounts and *SPPM* 5.40 regarding shipping hazardous materials.

WSU Pullman

For more information concerning WSU Pullman shipping services, see the Central Receiving and Delivery website at:

supplymanagement.wsu.edu/cr-services-provided/

or telephone 509-335-5575.

Hazardous Materials

Prior to requesting shipment of hazardous materials, refer to *SPPM* 5.40 and the Office of Research Assurances Hazardous Materials Shipping website at:

ora.wsu.edu/shipping-procedures/

WSU Spokane

For more information concerning WSU Spokane shipping services, contact Mailing Services at 412 E. Spokane Falls Blvd., SCF 410A; telephone 509-368-6995.

Hazardous Materials

Prior to requesting shipment of hazardous materials, refer to *SPPM* 5.40.

WSU Tri-Cities

For more information concerning WSU Tri-Cities shipping services, contact Printing and Shipping Services; telephone 509-372-7273; e-mail tricitycopyctr@wsu.edu.

Shipping Services

Hazardous Materials

Prior to requesting shipment of hazardous materials, refer to *SPPM 5.40* and the Printing and Shipping Services website at:

tricities.wsu.edu/pss/

WSU Vancouver

For more information concerning all WSU Vancouver shipping services, see the WSU Vancouver Mailroom website at:

vancouver.wsu.edu/mailroom

or telephone 360-546-9708.

Hazardous Materials

Prior to shipping hazardous materials, WSU Vancouver departments are to refer to *SPPM 5.40*.

WSU Everett

For information concerning all WSU Everett shipping and mailing services, contact the front desk; telephone 425-405-1600.

REQUEST FORM

Shipping request forms direct the campus receiving or shipping office to:

- Bill the specified account for shipping charges.
- Ship an outgoing package.
- Return an item to a supplier for any reason (this includes any item given directly to a supplier's representative).

Request Forms or Documents

See below for shipping request forms or documents, which are available for use by campus departments.

WSU Pullman

WSU Pullman departments use the *Request for Shipment of Merchandise* form to request shipping services. The form is available online through the WSU E-Forms System. Go to:

policies.wsu.edu/prf/index/forms/eforms/

WSU Tri-Cities

WSU Tri-Cities departments use the Tri-Cities Request for Shipment form available from Printing and Shipping Services; telephone 509-372-7273; e-mail tricities.copypctr@wsu.edu.

WSU Spokane

WSU Spokane departments use the online *Shipping Request Form* available at:

spokane.wsu.edu/facilities/mailling-services/shipping-request-form/

Shipping Services

WSU Spokane (cont.)

NOTE: All laboratory research shipments must be inspected and approved for shipment by the research laboratory manager. Such shipments are to be taken to the research laboratory manager's office for inspection and shipping.

WSU Vancouver

WSU Vancouver departments may obtain FedEx or UPS shipping forms from the Mailroom. Request instructions are available from the Mailroom upon request; telephone 360-546-9708; e-mail van.mailroom@wsu.edu.

SHIPPING REQUEST COMPLETION— WSU PULLMAN

The following numbered explanations correspond to the numbered sections on the WSU Pullman *Request for Shipment of Merchandise* form sample in [Figure 1](#). Unnumbered sections are considered self-explanatory. NOTE: Other shipping request forms may include similar sections for users to complete.

Ship To (1)

Always complete the **Ship To** section of the form.

Ship Via (2)

Specify how Central Receiving and Delivery (or campus shipping services) is to send the item. NOTE: The preparer must *check one* of the six shipping methods.

Ground

Ground transport; used when time is not a factor to minimize expense.

Air 3-Day

Air delivery by 4:30 p.m. the afternoon three business days after the day ordered.

Air 2-Day

Air delivery by 4:30 p.m. the afternoon two business days after the day ordered.

Air 1-Day

Air delivery by the end of the next business day.

Prepaid Label

Items being returned to a supplier on a prepaid label. This label may be a United Parcel Service (UPS) call tag, a Return Service (RS) label, or a Federal Express (FedEx) ground Package Return Program (PRP) tag.

Auto Freight

Large items usually weighing 150 pounds or more are shipments sent via auto freight.

Description of Merchandise and Special Instructions (3)

Describe the package contents. Central Receiving and Delivery uses this description to help find lost packages and file damage claims. Include any applicable special instructions.

Billing (4)

Indicate how Central Receiving and Delivery is to bill the shipping.

Shipping Services

Paid By WSU

Accounts Payable charges the specified University account for the shipping charges.

Bill Recipient

This applies to UPS and FedEx shipments. The recipient pays for the shipping charges.

Include the UPS or FedEx account number on the request in order for the request to be shipped collect. Include any authorization from the recipient, which indicates a willingness to pay the shipping charges. If the recipient refuses the collect shipment, the department is responsible for shipping costs.

Auto Freight Collect

This applies to auto freight. Collect freight is charged to the recipient of the goods.

Insurance (5)

Indicate whether or not the package should be insured.

To purchase insurance check **yes** and specify the value of the package. If the form describes more than one package, place a number on each package. On the form enter each package's value next to the package number. Use an attachment if necessary.

NOTE: UPS and FedEx provide insurance coverage for the first \$100 of value at no additional charge.

Department Account (6)

Enter the coding of the WSU account paying for the shipping services. NOTE: Account code fields completed in the **Department Account** section automatically copy to the account code fields at the top of the form under the **Date** and **Carrier Tracking Numbers** fields.

For further information regarding account coding in the Workday system, refer to the Foundation Data Model (FDM) Definitions and Conventions Handout on the Modernization website:

modernization.wsu.edu/foundation-data-model/

Hazardous Material (7)

Complete this entire section if shipping hazardous material (see also *SPPM 5.40*):

- Confirm whether or not the package contains hazardous material. NOTE: All preparers must check **No** or **Yes** to confirm, as applicable.
- Provide a description of the hazardous materials.
- Provide the name of the hazardous material package preparer.

Shipping Services

This section completed by department providing merchandise directly to carrier.											
REQUEST FOR SHIPMENT OF MERCHANDISE											
CENTRAL RECEIVING 1120 WASHINGTON STATE UNIVERSITY											
If WSU pays shipping, please provide the WSU account number below to the carrier as a reference. The carrier should include this number on the bill sent to WSU.					FREIGHT CHARGES		DATE SENT				
DATE					REQUEST NO.						
					CARRIER						
CARRIER TRACKING NUMBERS											
SPEND CATEGORY	COST CENTER	FUND	FUNCTION	REGION	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING		
SHIP TO:											
BUSINESS NAME 1							ATTENTION				
STREET NO. USE STREET ADDRESS ONLY -- NO PO BOXES							RECIPIENT TELEPHONE NO. (Required)				
CITY					STATE		ZIP CODE				
SHIP VIA: 2 <input type="checkbox"/> GROUND <input type="checkbox"/> AIR 3-DAY <input type="checkbox"/> AIR 2-DAY <input type="checkbox"/> AIR 1-DAY <input type="checkbox"/> PREPAID LABEL <input type="checkbox"/> AUTO FREIGHT											
NO. OF CARTONS	DESCRIPTION OF MERCHANDISE AND SPECIAL INSTRUCTIONS 3										
4	BILLING PAID BY <input type="checkbox"/> WSU <input type="checkbox"/> BILL RECIPIENT		RECIPIENT SHIPPING ACCOUNT NUMBER _____								
6	DEPT. ACCT	SPEND CATEGORY	COST CENTER	FUND	FUNCTION	REGION	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING
5	INSURE? <input type="checkbox"/> NO <input type="checkbox"/> YES		VALUE PER CARTON _____								
COMPLETE ENTIRE SECTION IF CHECKING "YES" TO SHIPPING HAZARDOUS MATERIAL											
7	HAZARDOUS MATERIALS? <input type="checkbox"/> NO <input type="checkbox"/> YES			DETAILED HAZARDOUS MATERIAL DESCRIPTION <input type="checkbox"/> DRY ICE <input type="checkbox"/> OTHER _____							
HAZARDOUS MATERIAL PACKAGE PREPARER								TELEPHONE			
COMPLETE THIS SECTION IF RETURNING MERCHANDISE											
8	PURCHASE ORDER OR CONTRACT NUMBER		PURCHASE ORDER NO.				OR	SUPPLIER CONTRACT NO. 9			
10	REASON FOR RETURNING MERCHANDISE <input type="checkbox"/> WRONG ITEM <input type="checkbox"/> WRONG DELIVERY ADDRESS <input type="checkbox"/> REPAIR <input type="checkbox"/> DAMAGED <input type="checkbox"/> OTHER, DESCRIBE BELOW										
11	HAS VENDOR BEEN CONTACTED? <input type="checkbox"/> YES <input type="checkbox"/> NO						RETURN AUTHORIZATION NO. 12				
IF YES, ENTER NAMES, DATES, AND DESCRIPTIONS OF VENDOR CONTACTS BELOW.											
AUTHORIZED NAME						DEPARTMENT					
AUTHORIZED SIGNATURE 13						PREPARER E-MAIL					

Figure 1

Shipping Services

Returning Merchandise (8)

Complete the **Returning Merchandise** section in addition to the **Ship To** section when returning merchandise to a supplier.

Purchase Order or Contract Number (9)

Enter the **Purchase Order No.** or **Supplier Contract No.**, as applicable, from the purchase order or supplier contract that initiated the original purchase.

Reason for Return (10)

Indicate the reason for returning the merchandise.

Contact With Vendor (11)

Enter the details of any contact with the supplier regarding the merchandise. Include any directions. Include the supplier contact name and telephone number.

Return Authorization No. (12)

Enter a return authorization number if the supplier provides one. If the supplier provides a return number, the number must be referenced on the outside of the box to correctly return the merchandise. Many suppliers do not accept returned merchandise without a Returned Merchandise Authorization number.

Authorized Signature (13)

An employee with expenditure authority for the account must sign the form if the department is paying the shipment costs.

Form Routing

The department sends the form to Central Receiving and Delivery using the electronic forms workflow.

Request Number

The department prints the Request Number of the form near the address label on the shipping box. This enables Central Receiving and Delivery to match the shipment with form. The department prepares the shipment in accordance with instructions under [Packing Merchandise](#).

REQUEST PICKUP

Contact the campus shipping services office to request merchandise pickup.

- WSU Pullman senders contact Central Receiving and Delivery; telephone 509-335-5575.
- WSU Spokane senders contact Mailing Services; telephone 509-368-6995.
- WSU Tri-Cities senders contact Printing and Shipping Services; telephone 509-372-7273.
- WSU Vancouver senders contact the Mailroom; telephone 360-546-9708.

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SHIPMENT— WSU PULLMAN

Central Receiving and Delivery or the department providing the merchandise directly to the carrier enters **Date Sent**, **Carrier**, and **Carrier Tracking Numbers** onto the form and ships the merchandise.

Accounts Payable charges the shipping costs, insurance, and/or packing charges to the indicated account.

TRACKING PACKAGES

To track a lost package or to verify that a sent package has been received, the user must have the tracking number provided on the Request for Shipment of Merchandise or shipping verification from the campus shipping services office. The tracking number is located in the upper right corner of the *Request for Shipment of Merchandise* form under **Carrier Tracking Numbers**.

United Parcel Service

Look up the tracking number on the *Request for Shipment of Merchandise* form or shipping verification returned by the campus shipping office. When tracking a package with UPS, always add the prefix "1Z942281" to the tracking number on the request form. With the complete tracking number UPS can provide immediate proof of delivery.

UPS shipments may be tracked by telephone or online.

Telephone

To track a package by telephone through UPS dial the 800 telephone number. Provide the representative with the tracking number. Also, provide UPS with the WSU shipper number (942-281).

Online

To access UPS tracking information online, go to:

www.ups.com/us/en/Home.page

- Select **Quick Start**
- Enter the UPS tracking number
- Select the green ">" character to **Submit**

Federal Express

Federal Express (FedEx) shipments may be tracked by telephone or online.

Telephone

Dial the 800 telephone number for FedEx. Provide the representative with the tracking number from the FedEx Airbill or applicable *Request for Shipment of Merchandise* form.

Shipping Services

Online

To access FedEx tracking information online, go to:

fedex.com/en-us/home.html

- Select **Tracking**
- Enter the FedEx Airbill number
- Select **Track**

Auto Freight Carriers

Large items usually weighing 150 pounds or more are shipments sent via auto freight. These shipments may be tracked by pro numbers. (The term "pro number" is short for progressive number and is a transportation industry term used primarily by transportation providers.)

Use one of the following methods for tracking inbound or outbound auto freight.

Inbound Freight

Contact the supplier to obtain the pro number. (See above for definition of "pro number.") The supplier or campus shipping services can provide tracking information for an inbound shipment.

Outbound Freight

The pro number is located under **Carrier Tracking Numbers** on the *Request for Shipment of Merchandise* form or shipment confirmation; or it may be obtained by contacting the campus shipping services office. Campus shipping services provides tracking information for outbound shipments.

Other Carriers

Dial the 800 telephone number for the other carrier. Provide the representative with the tracking number from the carrier document.

PACKING MERCHANDISE

Follow these steps when packing merchandise for shipment.

Container

Use a corrugated carton. Choose one that has rigid construction with all the flaps intact. Remove old addresses and shipper numbers.

Cushioning

Pack with plenty of cushioning. Use at least two inches of cushioning material under, around, over and between the shipped items. The contents should not move inside the container during transit.

Sealing/Taping

Do not wrap the box with paper. Seal the carton with sturdy fiberglass tape. Do not use cellophane tape, masking tape, or string.

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Labeling

Type or clearly print the address information on labels. Type the recipient address on one label. Type the department's campus return on a separate label.

Place the labels on the top of the carton but not over the tape. Place the department's campus return label in the upper left corner. Include telephone numbers for both parties.

Place a duplicate label inside the carton. Duplicate the information appearing on the outside package label.