

SES UPS SHIPPING

Ohio State has an exclusive shipping contract with UPS. All packages shipped through OSU must ship via UPS.

To be reimbursed for shipments the vendor should be UPS. If a UPS location is not available in area of the world you are visiting for field work, it is permitted to use another carrier and ask for a reimbursement. A justification will be needed. Collect documentation BEFORE shipping with another carrier that USP doesn't have locations in that city/country and provide with receipts when asking for a reimbursement.

The shipping form is on the next page. Fill out the form and pass to the student employees at the front desk in Mendenhall to ship.

Some details from OSU's Shipping and Receiving are below.

UPS Shipping overview – international shipments, dry ice, third party billing

<https://assist.ocio.osu.edu/shipping/ups>

OSU Central Shipping and Receiving information

<https://busfin.osu.edu/central-receiving>

Pick up requests and returns (including gas cylinders)

<https://busfin.osu.edu/central-receiving#pickups-returns>

Outgoing UPS, FED EX and Freight Pick up request

<https://osu.sclintra.com/Enterprise/SCLIntraOmni/etix7f/requestform/ups-fedex-and-freight-pickup>



Instructions:

614-292-2694

- Complete form, print & attach to package
- Use a campus UPS drop box until 4:30 p.m.
- To schedule a pickup <http://u.osu.edu/receivingmail/returns/> prior to 3 pm
- Drop-off to 2650 Kenny Road before 5:00 p.m. use red pedestrian door, next to dock doors, south side of the building

STORES, RECEIVING AND MAIL EXPRESS SHIPPING FORM OVERNIGHT/GROUND/INTERNATIONAL

1 FROM (shipper)

OSU Department / Organization

Contact Name

OSU Name.# (@osu.edu; @osumc.edu)

Department / Organization Address Post / Zip

Phone

Do you want to track this shipment? Yes [] No []

[] Charge to receiver? If yes, UPS account no. _____

2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

ORGANIZATION	FUND	ACCOUNT
PROJECT		
PROGRAM	USER DEFINED	BUDGET YEAR

3 DESCRIPTION OF CONTENTS REQUIRED

- Contains a hazardous substance? If so, what? _____
- Contains dry ice? If so, how many KGs? _____

4 DECLARED VALUE

Insurance \$ _____ (value)

5 TO (recipient)

Company Name

Contact Name

Delivery Address Shipments Cannot be Made to a PO Box Post / Zip

Country

Phone

E-mail

6 TYPE OF SERVICE

- Choose One
- UPS NEXT DAY AIR®
Most deliveries made by 10:30 a.m.
 - UPS GROUND
Delivery in 1-5 business days (in-state deliveries usually arrive next day)
 - UPS WORLDWIDE SAVERSM
Int'l Service: Delivery in 1-3 business days. Customs services may delay delivery.

- Additional Options
- Signature Requested
 - Residence
 - Saturday Delivery
Please Call First—service not available to all locations 1-800-742-5877, alert recipient

7 SHIPPER'S AUTHORIZATION

Signature

Date (mm/dd/yyyy)



Type of Package: Customer supplied Pak Tube USP Express Box UPS Letter
 Weight:
 Length:
 Width:
 Height: