

**Off Campus Shipping** - Domestic or international courier shipments from (main campus, foothills, downtown or spyhill)

Visit the [SCM service request forms](#) link under My Work on the portal to access the Off Campus Shipping form. This form is to be used to request a pick-up of items on campus and coordination of courier delivery by Distribution Services.

Including but not limited to:

- Envelope
- Box
- Case
- Crate
- Pail
- Bag

**Step 1:** Select the type of shipment toggle button. **'Residential'** should be selected when the item is a gift, UofC swag, etc., and **'Commercial/Educational'** should be selected if shipping to a supplier, organization or another institution for research purposes, collaborations, operational activities or equipment repairs.

**Step 2:** Once selected, the Shipping form will prepopulate your name, UCalgary email address and contact phone number. From there, you must populate the address locations for the **'pick up'** and the **'delivery'** locations.

*Note: if **'Other'** is selected for Country, please specify the Country where the item is to be shipped*

**Step 3:** Click the **Shipping Requirements** link under the 'Quantity' box to ensure the free-form requirement fields are populated correctly and the shipment is compliant. Please use **one line for each item**.

- Qty – of the item to be picked up
- Description – detailed description of the contents
- Weight – per item
- Units – select measurement used
- Declared value – an estimated value of the item(s) should it need to be replaced
- Currency – select currency based on where the supplier is located that you are working with

**Step 4:** The field for 'Purchase Order' is not required.

**Step 5:** Enter the Return Merchandise Authorization (RMA) number. Only applicable for item(s) approved for return by the supplier. Otherwise, leave the field blank.

**Step 6:** Select **'Type of Shipment'** from the drop-down fields.

*Note: the 'Country of Manufacture' field is mandatory if repair/warranty is selected.*

**Step 7:** Indicate if the shipment requires insurance. It is recommended to review the 'In Transit Information' on the Risk Management page under <https://www.ucalgary.ca/risk/risk-management-insurance/insurance-coverage> to determine if insurance is required.

**Step 8:** 'Additional Comments' box – Do not use

**Step 9:** Select courier preference for **'Ship Via'** from drop-down menu

*Note: Distribution Services recommends the following for the selection of a courier*

- Sensitive items (lab samples, express documents, perishables) – Fed Ex or DHL
- Dangerous goods (including dry ice) – Fed Ex
- Large freight (skids and crates) – Canadian Freightways
- Equipment repairs - UPS
- Calgary area (same day) – West Direct
- Calgary area (next day) – UPS
- North America (express) - Fed Ex or DHL
- North America (economical or ground) – UPS
- International – DHL
- Most economical – UPS

**Step 10:** Select the preference for '**Ship Method**' from drop-down menu

- Air – 1 to 2 business days
- Ground – 5 to 7 business days

**Step 11:** Select preference for '**Payment Method**'

- 'By Department' will require the entry of the full accounting string
- 'By Receiver' should be used if the recipient has agreed to pay for shipping upon delivery  
*Note: if selected Courier Account Number other than UofC's will need to be provided*
- 'By Third Party' should be used if an external party has agreed to pay for shipping  
*Note: if selected Courier Account Number other than UofC's will need to be provided*

**Step 12:** 'Additional Information/Special Handling' – Do not use

**Step 13:** Select '**Yes**' or '**No**' to indicate if the shipment contains dangerous goods. If unsure of what is considered a dangerous good, please visit the Government of Canada [Transportation of Dangerous Goods Regulations](#).

**Step 14:** A Material Safety Data Sheet (MSDS) is required if the shipment contains a dangerous good. To access the sheet, visit the specific manufacturer's Environmental Health & Safety (EHS) site, which should have a document that provides information on the potential hazards and how to handle and work safely with the product.

**Step 15:** Click '**Submit**' to start the review of the request by Distribution Services. Once a document # has been assigned, the item(s) will be picked up within 2 business days or when scheduled by Distribution Services.

**Step 16:** Print off a copy of the request form and attach it to the item(s) being picked up/shipped, i.e., if you are sending 5 items, print off 5 copies of the request form and attach a copy to each item being shipped.

**For assistance with completing the form, please contact [finance@ucalgary.ca](mailto:finance@ucalgary.ca). For questions about scheduling on-campus deliveries, please email [distributionservices@ucalgary.ca](mailto:distributionservices@ucalgary.ca).**