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](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. For questions about scheduling on-campus deliveries, please email distributionservices@ucalgary.ca.