## **WSU E-Forms Request for Shipment of Merchandise**

To assist us in processing your shipment request, please log into e-forms below and complete the "Request for Shipment of Merchandise" form. You will submit the form to the "Johnson Business Center" group inbox.

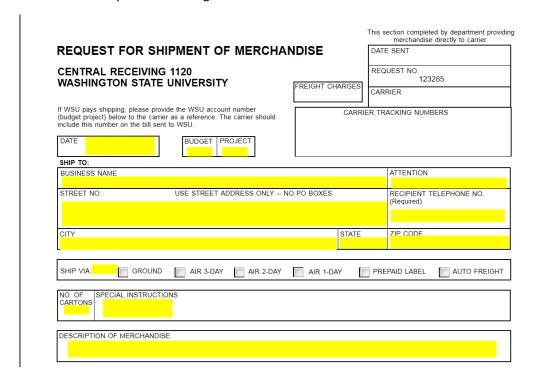
Log into E-Forms - <a href="http://public.wsu.edu/~forms/eforms.html">http://public.wsu.edu/~forms/eforms.html</a>

Once you log into e-forms, click on "Shipping and Mailing" the select "Request for Shipment of Merchandise" and click on "Start New". LOG-OUT E-Forms System
CLIENT HOME PAGE WASHINGTON STATE USER GUIDE UNIVERSITY User ID: Danielle Engelhardt Form Templates in Classification Search Results: Form Classifications: My Draft Forms My Completed Forms □ Workflow PRINT BLANK FORM Personal Inbox (5) FIND BY REPORT ID Group Inboxes ▼ FS Clark Business ( M Johnson Business All Forms Form Description: Request for Shipment of Merchandise Bhipping and Mailing Sponsored Programs Sort By: Form Title, list as Title | Number 24 Workflow Items

Once the form has opened, you will input the required information.

Date, Budget, Project, "CARRIER TRACKING NUMBERS" (for fedex, UPS, etc), Business Name, Attention, Address, Phone Number, City, State, and Zip Code.

Then enter the type of shipment the person shipping wants, i.e., AIR 1-Day, AIR 2-Day, or ground, etc., how many cartons you are sending and if there are any special instructions, then enter the Description of Merchandise you are sending.



Enter the Billing information: "Who is it paid by" and budget number. Typically we do not insure merchandise. Be sure to check if it's hazardous or not or if it contains dry ice.

If you are returning merchandise you need to fill in the section for returns with the "Item No., reason for returning, and if the vendor has been notified along with details of return. If they provide an authorization number, please include that.

Enter the department "CAHNRS Business Center", and sign it and submit to the "Johnson Business Center Group Inbox", we will then prepare the request. You can then take your package down to the Johnson Business Center for Shipment.

BILLING PAID BY BILL RECIPIENT SHIPPING ACCOUNT NUMBER	AUTO FREIGHT COLLECT
DEPT. BUDGET PROJECT OBJ INSURE? NO YES PER CARTON	
COMPLETE THIS SECTION IF SHIPPING HAZARDOUS MATERIAL	
HAZARDOUS MATERIALS? DETAILED HAZ	ARDOUS MATERIAL DESCRIPTION
	<u> </u>
HAZARDOUS MATERIAL PACKAGE PREPARER	TELEPHONE
COMPLETE THIS SECTION IF RETURNING MERCHANDISE	
PURCHASE ORDER NO. OR K ORDER NO. NUMBER F	OR BLANKET ORDER NO. ITEM NO.
REASON FOR RETURNING WRONG ITEM WRONG DELIVERY REPAIR DAMAGED OTHER, DESCRIBE BELOW MERCHANDISE	
HAS VENDOR BEEN CONTACTED? YES NO IF YES, ENTER NAMES, DATES, AND DESCRIPTIONS OF VENDOR CONTACTS BELOW.	
	RETURN AUTHORIZATION NO.
AUTHORIZED NAME	DEPARTMENT
AUTHORIZED SIGNATURE	PREPARER E-MAIL
	WSU1212-GENEX111-031

Sign Form