Delivery Services
On-line Shipping Authorization

On-line Shipping Authorization

Delivery Services is happy to announce the launch of a web based Shipping Authorization Form.

Features of the software include:

• Free shipping authorization (No more ordering forms from reprographics).
• Automatic Pick up request generated.
• Return receipt with shipping cost and tracking number.

To obtain the On-Line Shipping Authorization Form, go to the Delivery Service web site: http://www.unlv.edu/depts/delivery/

Select the Shipping Form, in the Receiving Section.
Complete the Form

Complete the Shipping Authorization Form, and then click “Submit” to receive the form. ****IT IS IMPORTANT THAT YOU ALLOW THE POP-UPS OPTION ON YOUR COMPUTER TO BE ENABLED OR ELSE YOUR ITEM WILL NOT BE PICKED UP**** If you are not sure if your pop-ups are enabled, contact Receiving (5-3212) or SLC Receiving (4-2381). This form may be used for the UNLV Main Campus and the Shadow Lane Campus.

New features on the On-Line Shipping Authorization Form:

**Email** – Email address is required. The Shipping Authorization Form, Pickup Request Form, and the final shipping information (the tracking number, weight of the item and cost) will be emailed back to the shipper. Once the item is shipped, the final shipping information will be emailed.

**Number of Items Shipped** – There is a maximum number of 10 items that may be shipped with the same “Ship To address”, on one form. If the “Ship To Address” is different, then a separate form is required.

**Pick Up Date** – Enter the date that you want the item to be picked up. This date does not have to be the same date you create the Shipping Authorization Form. This option will automatically setup a “Pickup Request” with the Receiving Section.
Submitting the Form

After completing the form and you click “Submit”, you will receive a “Pickup Request”. Click on the link to see the Pickup Request.

As you can see, the form was generated on 12/03/08 and the item is scheduled to be picked up on the following Monday 12/5/08.
The Authorization

The Shipping Authorization Form is emailed to the Shipper. Shipper will review and obtain the authorized signature to ship the item. Attach the form to the item being shipped and the Receiving Department will pick up the item according to the scheduled Pickup Request.

Once the item is shipped, the Receiving Section will send a final shipping confirmation email to the shipper with the cost, weight of item, and the tracking number for the item.

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**Shipping Authorization Form**

**Receiving Department**

(702) 895-3212 Mail Stop 1044

Date: 12-03-2008

**Department Information:**

Dept. (requesting shipping): DENTAL SCHOOL
Bldg.: SLDS

Dept. (paying shipping): DENTAL SCHOOL
Person to Contact: RICK JONES
Email: ben.lum@unlv.edu

Shipper: FEDEX
UNLV account # paying for shipping: 2101-255-3456
Contents: LETTERS
Company Return Auth. #R234567A

(This does not mean that the company will pay for shipping, this is just an authorization to return the package)

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From: SRF [Generator@tarantula.nvce.unlv.edu]
To: ben.lum@unlv.edu
Date: Wednesday, December 03, 2008 03:03PM
Subject: SRF 09_17

Shipping authorization number: 09_17
Package weight: 15.90
Shipping Cost: 3456-7654-1234

Please DO NOT reply to this message

Report any problems with the form to: Jerry Perry, jerry.perry@unlv.edu, x52312 (Main Campus) or Rick Slomski, richard.slomski@unlv.edu, 774-2381 (Shadow Lane Campus)