Tracking Inbound Packages

Delivery Services will receive all incoming packages and motor freight marked for UNLV. Incoming packages should be marked with an individual's name, department name, a purchase order number, and mail stop.

Once merchandise is purchased through the proper procedures and is shipped to the University, the end user should contact the vendor to obtain a tracking number and proceed to the Delivery Services website:

http://www.unlv.edu/depts/delivery/rectrack.html

From this site you can determine whether the materials have been delivered to the university.

Type the Tracking Number in the applicable shipping company (UPS, FEDEX, DHL or US Mail) block, and then select the "Track ..." button.

For more information see the Delivery Services April 2008 Newsletter

The Central Receiving Section receives approximately 4600 parcels every month. There are parcels that are received that do not contain any information pertaining to whom the parcel is for (no purchase order, name or department). Central Receiving has developed a list of all the parcels that need to be claimed. These parcels are being stored at the receiving warehouse, just waiting to be delivered. To view this new Parcels to be Claimed list, go the Delivery Services website: http://www.unlv.edu/depts/delivery/
How to view Surplus Property

To get to the Surplus Property public website, go to the Delivery Service Home page. - http://www.unlv.edu/depts/delivery/
Click on Surplus Sales tab or go directly to the Surplus Property public website: http://spo.sysapps.unlv.edu/

If you have any other Delivery Services questions visit our FAQ’s at:
http://www.unlv.edu/depts/delivery/faq.html

We are always happy to have suggestions or ideas for topics for our newsletter. If you would like to see a topic covered please contact us at 895-5444.

Claiming Parcels On Hold Continued

Parcels are listed by the date received. If you see a parcel that belongs to you, then check the Select box, next to the applicable parcel, then click the ‘Submit’ button.

<table>
<thead>
<tr>
<th>Parcels to be Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel #</td>
</tr>
<tr>
<td>102</td>
</tr>
</tbody>
</table>

Complete the following information: Name, Department, Building, Room, Phone Number, and Email address

Click the Send Info button (an email will be sent to you and Central Receiving)

Upon receipt of the email, Central Receiving will schedule delivery of the parcel.

The parcel with Tracking #: 8695756342394 has been claimed by John Jones from Chemistry CBE 110 D-1447 property@property.edu