

VPD-HLRI FedEx Shipments Process Update

Dear VPD-HLRI Colleagues,

We are pleased to inform you we are ready to go live with managing FedEx biological shipments from our 0.R008 Goods In Store.

Please read through the attached “SOP: VPD-HLRI Managing FedEx Biological Shipments” and “VPD-HLRI Biological Shipment Risk Assessment” so you are aware of the process.

Please complete the VPD-HLRI FedEx Shipment Form online via Microsoft Forms using the following link or QR code below:



<https://forms.office.com/e/a7cRuAkf0s?origin=lprLink>

Key Points to be aware of:

- An online VPD-HLRI Shipment Form must be completed before dropping off your parcels at Goods In.
- Goods In Staff will not accept parcels that haven't been appropriately packaged.
- Parcels must be dropped off at 0.R008 Goods In by **11AM (MON-THURS)**.
- **No shipments on FRIDAYS**
- FedEx parcels collected between **12PM and 4PM**.
- Scientists must include their cost centre codes on the online form for finance to cross-charge accordingly.
- Any questions or issues please contact Goods In via hlri-goods-in@medschl.cam.ac.uk
Telephone 01223 (7)62755