

Federal Express Procedure

Sending out packages via Federal Express:

1. Prepare items to be shipped (i.e., place in box with proper packing materials). Follow vendor's shipping instructions, if any. Be sure to write the **RMA#** (if there is one) somewhere on the box.
2. Fill out FedEx USA AirBill form as described below. These forms are currently in a blue folder labeled **Federal Express Forms** in Sandy's bookcase.

Section 1:

Fill in the current date and the sender's name where indicated. The FedEx Account Number, the phone number, SDSU's name and address are already pre filled in. (If not already done, correct the phone number to 594-6014 (not 6041) and correct the room number to LA-2250 (not LLA-4415).

Section 2:

Leave blank

Section 3:

Fill out the name, address and phone number of the place where the package is being sent. If there is no person's name, write the **RMA#** on that line. Do not check any of the boxes in this section unless you have specific instructions to do so otherwise.

Section 4a:

Check the box **FedEx 2 Day** (if under 150 lbs. If over 150 lbs. Go to section 4b.) *NOTE:* Other boxes can be checked if you have specific instructions. This is the normal way we send FedEx.

Section 4b:

Leave blank if package is under 150 lbs. If package is over 150 lbs. Check the box **FedEx 2Day Frieght**.

Section 5:

Check whichever box applies for the package type.

Section 6:

Leave blank.

Section 7:

Check the box which states Bill to: Sender (unless you have instructions otherwise).

Write in the Total Number, Total Weight (estimate), and Total Declared Value of the packages.

Section 8:

Leave blank. Do not sign. If you sign here, the recipient need not sign for the package when it reaches its destination.

3. Place FedEx slip in plastic cover (also located in blue file folder). Remove brown paper from back of plastic cover, and place adhesive side down on top of the box. Do not remove the top brown paper strip.
4. If you're shipping FedEx Ground, take to the mail room. Call Central Receiving (46113) and inform them there is a FedEx Ground package to be picked up from the Library's Mailroom (LL-108).
5. If you're shipping FedEx express, take to Library Admin and they will call FedEx.
6. Lib Admin will send back the FedEx form "senders copy" for filing/tracking purposes. File this copy in the FedEx file folder labeled **Federal Express Forms** in Sandy's bookcase.
7. If a Service Request is involved, enter all appropriate info about and when the item was sent in the appropriate comments field. Be sure to amend the Service Request, with final comments and a Completion Date, when the vendor repair process is completed.