



# University of Guelph

## Chemistry Stockroom Shipping Procedures

### Introduction:


The Chemistry Stockroom Staff serves multiple departments in both The College of Engineering & Physical Sciences (CEPS) and The College of Biological Science (CBS). The Chemistry Stockroom Staff aids in the shipping process by:

1. Providing guidance on the University of Guelph's shipping protocol.
2. Providing packaging materials required to ensure your package is transported safely and intact.
3. Coordinating pick-up of your domestic and/or international package through the University's designated couriers (Federal Express, UPS and Purolator).

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### **\*\*\*SPECIAL NOTES\*\*\***

**Dangerous Goods Shipments (Domestic & Intl.):** Advice and assistance concerning Dangerous Goods consignments are available from the University's Mail Services.

- Fill out the [Request for Shipping Documentation](#)  with details of the shipment. Once complete, email the file to Kevin Ecott at [kecott@uoguelph.ca](mailto:kecott@uoguelph.ca). Your shipping documentation will be completed within 24-48 hours.

*Please see below procedures for shipping all other domestic and international shipments.*

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### **Domestic Shipments:**

- Fill out the "Shipping Form" in its entirety, being as accurate as possible. Please contact your Chemistry Stockroom Staff to go over any questions you may have.
- Prepare and package your shipment to ensure it is transported safely and intact.
- Parcels must be marked with complete sender and recipient addresses and all applicable labelling.
- Deliver your package to the Chemistry Stockroom by 10:00 am to ensure your parcel is sent out the same day.
- The Chemistry Stockroom staff will utilize the information contained on the Shipping Form to create the shipment with your designated courier and schedule your pick-up. We will provide you with your parcel's tracking number via email.

# Chemistry Stockroom Shipping Procedures


## (Cont.)

### International Shipments:

#### *Documents Only:*

- Fill out the "Shipping Form" in its entirety, being as accurate as possible. Please contact your Chemistry Stockroom Staff to go over any questions you may have.
- Prepare and Package your shipment to ensure it is transported safely and intact.
- Parcels must be marked with complete sender and recipient addresses and all applicable labelling.
- Deliver your package to the Chemistry Stockroom by 10:00 am to ensure your parcel is sent out the same day.
- The Chemistry Stockroom staff will utilize the information contained on the Shipping Form to create the shipment with your designated courier and schedule your pick-up. We will provide you your parcel's tracking number via email.

#### *Products, Goods & Commodities:*

- If you are shipping any non-dangerous goods out of the country other than printed documents, please fill out the Request for Shipping Documentation  with details of the shipment. Once complete, email the file to the Customs and Transportation department at [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca). Your shipping documentation will be completed within 24-48 hours.
- Prepare and Package your shipment to ensure it is transported safely and intact.
- Parcels must be marked with complete sender and recipient addresses and all applicable labelling.
- We will require: (4) copies of the Commercial Invoice, (4) copies of the export document and (3) copies of the waybill, (1) copy of the completed Request for Shipping Documentation, all of which will be provided by Purchasing when they process your request.
- Once complete, please bring the documentation and parcel to the Chemistry Stockroom no later than 10 am to allow for pick-up scheduling and pick up by close of business at 4:30 pm.

### Chemistry Stockroom Contact Information:

#### ***Dan D'Aoust (Chemistry Stockroom Manager)***

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#### ***Karen Ingram (Chemistry Stockroom Support Technician)***

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