

HOW TO Ship Packages

We have moved to a new system called EShipGlobal which centralizes all of the shipping companies that UT has contracts with to give the best rate.

Please note that we can no longer give out shipping account numbers under this new system. This may affect shipments made from the field, please plan ahead.

1. Download and complete the fillable PDF located below.
 - Account number is **required**.
 - Sign the shipping form by typing in First and Last Name.
 - For international shipments complete second page.
2. Per current UT Policy, one of the return addresses listed below must be chosen.
 - Please indicate on the shipping form which address the DGS Front Office should use.
 - If a return address is not indicated, the DGS Front Office will default to the standard shipment return address.
 - **If working remotely, sender may choose to use their home address.**

For standard shipments: (Sender's Name) c/o
University of Texas at Austin
2275 Speedway Stop: C9000
Attn: EPS 1.130
Austin, Tx 78712

For temperature-sensitive or hazardous shipments:
(Sender's Name) c/o
University of Texas at Austin
NHB Rm. 1.510
100 E. 24th St.
Austin, TX 78712
3. Domestic shipments will be shipped Ground unless otherwise indicated. International shipments will be sent Economy unless otherwise indicated. Please specify if you need your package to arrive within a certain time frame.
4. Prepare item(s) for shipping.
 - Packing material can be found on the third-floor copier room (JGB 3.326).
 - Properly seal box with tape.
5. Email completed shipping form to DGS-Front_Desk@jsg.utexas.edu.
6. The DGS Front Desk creates a shipping label and will email it to you to within 24 hours from date of initial e-mail.
 - You (the sender) and the receiver will both receive an email shipping notification from FedEx.
 - DGS Front Desk will not monitor shipping progress, up to requestor to check tracking number.
7. Print shipping label and attach to package.
8. Deliver package to any location which accepts FedEx or bring to the DGS Front Office (JGB 2.112) for a scheduled pick up.

Shipping Information for Outgoing Packages
Items in **Bold** are required.

Sender Info

- **Name:** _____
- **Phone:** _____
- **Email:** _____

Receiver Info

- **Name:** _____
- **Phone:** _____
- **Email:** _____
- **Institution:** _____
- **Address:** _____

Shipping Info

- **Account Number:** _____
- **Shipping on behalf of advisor/faculty?** Yes ___ No ___
- **Account holder/Advisor:** _____
- **Samples for analysis that Dept. will be invoiced for:** Yes ___ No ___
If yes, make sure you've spoken with a purchasing representative in the Business Office.

General description of package contents:

- **Total Weight (lbs.):** _____
- **Package Dimensions (Inches):** L _____ W _____ H _____
- **Package Value \$** _____

Sender Signature: _____

INTERNATIONAL SHIPMENTS: *In addition to the information above, international shipments require the **weight, dimension, and description of each item** in the package.*

Item #1: **Description:** _____
Weight: _____ **Dimensions:** L _____ W _____ H _____
Value: _____ **Quantity:** _____

Item #2: **Description:** _____
Weight: _____ **Dimensions:** L _____ W _____ H _____
Value: _____ **Quantity:** _____

Item #3: **Description:** _____
Weight: _____ **Dimensions:** L _____ W _____ H _____
Value: _____ **Quantity:** _____

Item #4: **Description:** _____
Weight: _____ **Dimensions:** L _____ W _____ H _____
Value: _____ **Quantity:** _____

