

DEPARTMENT OF THEATRE



UPS Shipping Instructions

Revised November 3, 2016

The following steps may be completed by staff members in the Department of Theatre for shipping via UPS. You do NOT need to complete an eRequest for this process, but you do need to obtain approval for the shipment. If this is a production related shipment, please email the Production Manager, Sheree Greco. All other shipments should be emailed to the Department Manager, Rachel Barnes.

Prepare the Shipment

1. Package the shipment using one of the following options:
 - UPS Express Box (three sizes are available in the Production Office in the supplies box near the copier)
 - UPS Letter (also available in the UPS Supplies box)
 - Customer Supplied (you provide the box)
2. Tape the box closed and cover all old labels with black marker or blank labels
3. Weigh the package (scale available in the Production Office)
4. If using a Customer Supplied box, measure the length, width and height of the box

Prepare the Shipping Label

1. Go to <https://cvshipping.ups.com/LoginCompany.asp>
 - Company ID: OSU
 - Click 
 - User ID: name.#
 - Password: name.#
 - Click 
2. Click the **Ship** tab
3. Verify **Ship-From** Information
 - Add a check mark next to “Ship Notification” if you want an email copy of the tracking number.
 - Leave the check mark next to “Exception Notification” so that you receive emails if there are issues in delivering the package.
 - Add a check mark next to “Delivery Notification” if you want an email when the package is delivered.
4. Enter **Ship-To** Information
 - If you provide a Ship-To Email, you can use the Ship Notification, Exception Notification and Delivery Notification options as defined in step 3.
 - Add a check mark next to “Add to Personal Addr Bk” if you are going to ship to this address again in the future. The next time you create a shipment the address will appear in the Personal Address Book dropdown under Ship-To Information.
5. Don't make changes to Shipment Information
6. Enter **Package Information**
 - Choose a Package Type

- Enter weight and dimensions in whole numbers only
 - Only enter a declared value if shipping something of significant value
 - Delivery Confirmation – all packages are tracked, even if “none” is selected – only choose a drop down if you feel the recipient needs to sign for the package and you are willing to pay extra for their signature.
 - Enter chartfields based on your area. Not sure? Ask the Production Manager or Department Manager. It should either be posted to a seasonal or show budget. The account to use on all shipping is **61801**:
 - Click 
7. If you checked Validate Address or Street-Level Validation you may see a list of Address Matches, click  on the line with the address you would like to use. Then click . Otherwise, skip to step 8.
 8. Select the delivery service you would like to use and click .
 9. A pop-up window will open with the shipping label (you may need to click a button in order to allow the pop-up)
 - Print the shipping label
 - Place the shipping label in one of the plastic window envelopes (available in the UPS Supplies box)
 - Apply the plastic window envelope to the package (the back peels off to reveal a sticky surface!)

Send the Package

1. Take package to:
 - Drake Management Office
 - OR** hand deliver package to Stores & Receiving Building (2650 Kenny Rd)
 - OR** call 292-6967 to schedule a pick-up (7:30am - 3:00pm)
 - OR** hand deliver to a UPS Store – the closest one to campus: 1391 W. 5th Avenue, just west of Kenny Road. Other locations: Graceland, Bethel & Olentangy.

Track or Void a Package, Reprint a Shipping Label, Lookup Receipts

1. Login to <https://cvshipping.ups.com/LoginCompany.asp>
2. Click the **Ship** tab
3. Click **Shipment History** in the left navigation column
4. Select a recent shipment and then click the appropriate button on the bottom of the screen:

   