

Shipping and Packing Slips

Our world today: You receive different levels of information from UCSF customers each time you get an order. You include on the packing slip a variety of information.

Our world tomorrow: Catalog purchase orders will always contain the same standardized information. POs will contain a ship-to address that you must ship the product to. You should not use old account ship-to information. If you have a special process in place to ship product to Oyster Point or EH&S, please continue that process for those special items only.

New information you can expect –

- Standard ship-to address
- Line number

New expectations UCSF has of you –

- Ship product to the address on the PO with the exception of large items (over 200lbs)
- For non-EDI orders, review the comments field for any special shipping requests. Call the buyer on the purchase order if you cannot meet their shipping requests to discuss alternate options.
- Packing slips must be included.
- Packing slips must provide the following information:
 - **PO number** (10 digits) **Required!**
 - Ship-to (full delivery address)
 - **Attention to** (requester name) **This is critical!**
 - UCSF PO Line number
 - Product ID/part number
 - Product description
 - Quantity shipped
 - UoM

Why? Users will be entering a receipt into the system based on the PO referenced in your packing slip and the product shipped. This receipt is matched to the PO and invoice before payment is issued. If receiving cannot be entered properly, this will create an exception in our system and delay your payment.