

Purpose: Use this form to request assistance in shipping items/goods to the University of Alberta (U of A) from an external source.

Instructions: Download the PDF document using Adobe and complete all sections and fillable fields as required. Once completed, attach this form via email to Distribution Services at sms.shipping@ualberta.ca, indicating that assistance is required to arrange this shipment.

For assistance with this form contact Shared Services - Distribution Services, Materials Management Building at 780-492-4121.

Section A: Consignor (Ship From)

Individual Name: _____ Company Name: _____

Address: _____ Phone: _____

City: _____

Province: _____ Country: _____ Postal (Zip) Code: _____

Section B: Payment

U of A speed code: _____ (required for all shipments) Prepaid _____ Via (carrier): _____

Account code: _____ Collect _____

Third Party _____ (charge to carrier account number)

Section C: Consignee (Ship To)

Individual Name: _____ email: _____

University Department: _____ Phone: _____

Section D: Shipping Instructions

Speed essential: _____ Number of Pieces: _____ Weight: _____ Transport: _____ Ground _____ Air _____

(deliver by date)

Special Instructions: (e.g. specific carrier, traceability)

Section E: Reason for Shipping

Sold _____ Research _____ Repair _____ Return to Supplier (return authorization number): _____

On Loan _____ Grant Application _____ Other (specify): _____

Section F: Dangerous Goods

Shipment contains no dangerous goods _____ **Specify Dangerous Goods:**

Shipment contains dangerous goods. Shipper's declaration not required.

Dangerous goods as per attached shipper's declaration.

(see attached [Declaration of Dangerous Goods - Air](#) / [Declaration of Dangerous Goods- Ground](#))

Section G: Complete All Applicable Sections Below

(Contact Risk Management & Insurance when leaving Canada if value is greater than \$25,000)

Value: _____ Consignee Federal ID (US - only required if value is >\$2,000): _____

Country of Manufacture: _____ EORI: _____

Model/Serial Number: _____ U of A Tag Number: _____

Description of Goods: _____

Shipping Office Use Only

Shipped Via Carrier: _____ Shipped Date: _____

Bill of Lading Number: _____ Cost: _____

Approval & Authorization

Name of Requestor _____ Signature _____ Date _____

(printed)