

## Shipping Order and Returned Materials Request

University of Alabama in Huntsville  
Central Receiving  
301 Sparkman Drive  
Huntsville AL 35899  
Phone: 256.824.6315 - Fax: 256.824.7448  
email: crb@uah.edu

This form is to be completed for all outgoing departmental shipments. If the shipment references a return authorization, involving a vendor, complete the RMA section below in addition to the shipping information and preferences.

For package pickup and/or shipping price quotes contact UAH Central Receiving at the number or email address provided.

### Shipping From

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

### Shipping To *(Note: Shipments to destinations outside the US require export documentation)*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Carrier Preferences *(Note: All freight shipments require an issued purchase order)*

UPS \_\_\_\_\_ Service *(Check One)*: Ground \_\_\_\_\_ 2nd Day Air \_\_\_\_\_ Next Day Air \_\_\_\_\_

FedEx \_\_\_\_\_ Service *(Check One)*: Ground \_\_\_\_\_ First Overnight \_\_\_\_\_

Priority Overnight \_\_\_\_\_ Standard Overnight \_\_\_\_\_ 2nd Day \_\_\_\_\_

Express Saver *(Three Business Days)* \_\_\_\_\_

Other *(Note Here)*: \_\_\_\_\_

Insurance: Yes \_\_\_\_\_ Declared Value: \$ \_\_\_\_\_

### Billing *(Check One and note account number)*

Sender: \_\_\_\_\_ - Organization Code: \_\_\_\_\_

Receiver: \_\_\_\_\_ - Account Number: \_\_\_\_\_

Third Party: \_\_\_\_\_ - Account Number: \_\_\_\_\_

### Returned Material Authorizations *(Note: Procurement Officers are required to be notified of all material returns)*

Purchase Order: \_\_\_\_\_ Line Item: \_\_\_\_\_

Item Description: \_\_\_\_\_

RMA Number: \_\_\_\_\_ UAH Asset Number *(If applies)*: \_\_\_\_\_

Reason for return: \_\_\_\_\_