

Shipping Order and Returned Materials Request

The 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 Returned Material Authorization section below in addition to the shipping information and preferences. For package pick up or shipping price quotes, contact UAH Central Receiving.

Shipping From

Contact Name: _____ Email: _____ Phone: _____
Department: _____ Building: _____ Room: _____

Shipping To

***Shipments to destinations outside the US require export documentation.**

Contact Name: _____ Business Name: _____
Phone: _____ Email: _____
Address: _____
City: _____ State: _____ Zip: _____

Carrier Preferences

***All freight shipments require an issued purchase order.**

UPS Service Type: Ground 2nd Day Air Next Day Air
 FedEx Service Type: Ground First Overnight Priority Overnight Standard Overnight
 2nd Day Express Saver (Three Business Days)
 Other: _____
Insurance: Yes No Declared Value: \$ _____

Billing

***Choose one and note account number.**

Sender Organization Code: _____
 Receiver Account Number: _____
 Third Party Account Number: _____

Returned Material Authorization

***Procurement Officers are required to be notified of all material returns**

Purchase Order: _____ Line Item: _____ Description: _____
RMA Number: _____ UAH Asset Number (if applicable): _____
Reason for return: _____