RWJ_shipping - ship your items in 5 quick, easy steps!

**CHOSEN CARRIER: FEDEX**

RWJ UCSF-UCB has established an online FedEx account for RWJ Program use. This account can be used by UCSF-UCB RWJ Program scholars, faculty & staff. The online account will simplify shipping, providing convenience at your fingertips! It will also allow administration to effectively track and maintain all RWJ-related shipping expenses. Below are steps to use FedEx shipment online:

2. Login to My FedEx
3. Input User Id & Password

Send an email to micuae@chc.ucsf.edu to request

User Id: 
Pwd: 

Last updated: 7/16/2010
The online tutorial is recommended for all system users especially if sending International shipments (process varies slightly)

4. Complete all pertinent fields for shipment process
*All billing details defaults to UCSF_RWJ/43200

NEW REQUEST: Email Edgar at micuae@chc.ucsf.edu, Program Assistant for a PO#

*** Please add your assigned 5 letter code***example, SCHOLAR PROGRAM CODE: ABCDE in the “your reference” field

Last updated: 7/16/2010
5. Review your shipment details, continue to Printing- print the FedEx form and attach to package. Depending on what option you have chosen, you can drop off the package to a FedEx location or have it picked up at a specific location.
See Edgar for packing supplies at UCSF; UCB coordinator for UCB site

Packing information can be printed online prior to completing the online shipping process

** FEDEX UCSF building drop off locations

near the Laurel Heights campus reception entrance area drop box before 4:00 pm

Any questions about the use of FedEx online for RWJ related use can be directed to Edgar Micua at micuae@chc.ucsf.edu or 415-476-0902.