

Helpful Notes

Dry Ice Package-Ship with FedEx.

The Business Office has dry ice stickers and package tape.

All packages need to be in the Nat Sci mailroom by 1:30 pm on day they are to be shipped. MSU delivery drivers will retrieve this package and bring it back to Central Receiving. Every weekday, FedEx and UPS stop at Central Receiving to pick up all outgoing packages before they leave campus.

Your package will not ship faster if you select a pickup in the business office. This really slows down the process since FedEx and UPS then need to stop at individual offices on campus to retrieve packages.

Shipping Instructions

FedEx Login: <https://www.fedex.com/en-us/home.html>

Login with MSU email address and password Sparty1234!

Adjustments to physical location or preferred name, change in your profile.

- 1) Log in on the upper right-hand side
- 2) On the header bar under Shipping, please select Create a Shipment.
- 3) Box 1-If you need to edit your From box, please click on the Edit button.
- 4) Box 2-Please complete who you are sending this to. A phone number is necessary for shipments.
- 5) Box 3- Please select ship date. The package needs to be placed in the mailroom by 1:30pm to go out via FedEx. Please note the MSU Delivery drivers drop off mail daily in the Nat Sci mailroom. If there is a package in the mailroom, they will bring this back to Central Receiving. Before the end of the day, FedEx and UPS will stop at Central Receiving and pick up all outgoing packages before they depart campus. If you are shipping with dry ice, you will need to drop your package off at Central Receiving or refer to the Pickup/Drop-off (optional) box. Please see Step 8. If needed, there is a package scale in the business office.
- 6) Box-4- If you are paying for the shipment, please leave the Bill Transportation to IB-303. Under Your Reference, please enter your account number to be charged MSGEXXXXXX or MSRCXXXXXX.
- 7) Special Services (optional)- If a signature is required, please mark this here. If you are shipping with dry ice, please mark it here. The business office has dry ice stickers.
- 8) If your packages can be in the Nat Sci mailroom by 1:30 pm on day it will be shipped, MSU delivery drivers will retrieve this package and bring it back to Central Receiving. Every weekday, FedEx and UPS stop at Central Receiving to pick up all outgoing packages before they leave campus. This route works even if you are doing overnight delivery.
Pickup/Drop-off (optional) If you are requesting a pickup, this needs to be requested by 1 pm on the day of pickup. Make sure the pickup address is the business office (288 Farm Lane, Room 203). If selecting a FedEx Pickup option, make sure under Package Information that you edit the Latest Time available to 4 pm.
- 9) Shipment Notifications (optional)- You can send yourself or the recipient notifications of the shipment process.

10) Box 5-Complete your Shipment, please review your information you entered and click on the Ship button on the bottom right-hand side. Please place your label on your package (the business office has tape, if needed). Please bring your package to the Nat Sci mailroom or if a pickup is requested by FedEx, please bring it to the business office.

UPS Login: <https://thinclient.shipexec.com/Account/Login?ReturnUrl=%2F>

Login with MSU email address and password Sparty1234!

Adjustments to physical location or preferred name, change in your profile.