



Receiving Shipments

All incoming deliveries (via UPS, FedEx, and DHL) are received in the Stockroom, B147A Life Sciences Building. This includes orders placed by Purchasing Staff, shipments initiated by outside partners, and purchases made personally by department members.

Department Shipping Address:

**Life Sciences Building
3747 West Stevens Way NE (UPS and FedEx)
UW Box 351800 (USPS)
Seattle, WA 98195-1800**

USPS shipments (United States Postal Service) are delivered to the mailroom and not handled by Stockroom Staff. Mail is distributed in the afternoon; boxes are left on the counter for recipient pickup. The receiving individual or lab is responsible for checking mailboxes.

Be aware that FedEx SmartPost and some Amazon shipments make final delivery through USPS, which first goes through UW mailing services.

Shipments ordered by Purchasing Staff are referred to as **orders**.

Shipments we did not initiate are referred to as **packages**.

All deliveries are attempted in the afternoon with priority given to perishable orders and packages that are clearly marked.

Deliveries

Orders generally arrive at B147A LSB within 5-7 days unless the shipping is expedited. Inclement weather around the country may delay deliveries. Delivery to your lab is attempted on the day received.

Packages are logged in the stockroom upon arrival. The recipient is notified via phone or email that they have a package to pick up. If the package has not been picked up by afternoon, Stockroom Staff will attempt delivery. Ultimately, it is the **responsibility of the recipient** to be aware when they are expecting a package and try to pick it up (or provide special handling information).

All orders and packages must be signed for upon delivery to the lab. The signer assumes responsibility for the package and notifying the recipient. If no one in the lab is willing to assume responsibility, the delivery is considered refused and returned to the Stockroom.

For refused/empty lab deliveries:

- A yellow note hanger will be placed on the door/lab bench notifying occupants of attempted delivery and to pick up the delivery from the stockroom.
- Perishable deliveries will be handled according to order/package labels.
- An email will also be sent to perishable order recipients via PurchasePath.
- Recipient's lab and current date will be written on the exterior of all packaging to aid in identification.
- To pick up deliveries in the stockroom: sign the packing slip/purchase order or package log and leave the signed paperwork on the counter.

Any incoming package may be opened to determine sufficient delivery information. No paperwork will be removed. Please save all paperwork if you are requesting reimbursement for the purchase.

During staffing shortages, you may be called or emailed to pick up your orders and packages.

Tips

Set your default delivery address on the Purchase Path to your *actual* location, not B147A LSB. (To set: welcome page > personal settings). This information is printed on the order form and is used by stockroom staff to deliver your package to you. It is not transmitted to vendors.

For packages: have the shipper include your name and your lab PI name on the shipping label.

For perishable packages: use FedEx, UPS, or DHL, as they deliver directly to B147A Life Sciences Building. USPS delivers to UW Mailing Services and arrives at LSB within 1-2 days. This can cause damage to your perishable package.