

LBNL SHIPPING DOCUMENT INSTRUCTIONS

1. Name, mailstop, extension of sender
2. Signature of person with account authority
3. Current Date
4. Signature by Property Management if sending LBNL Property
Signature of Procurement if sending material associated with a PO
5. Shipping Document Preparation Date
6. Enter if material associated with a Purchase Order number
7. LBNL Project ID for all associated shipping charges
8. Special order number when returning isotope containers
9. Borrow number of item borrowed from a source outside LBNL
10. LBNL Loan number if the Lab is loaning item(s) being shipped
11. Special Receipt Number for items at Lab under special circumstance
(Property Management authorization required)
12. Name and complete street address of person to whom the item is being shipped. A Post Office Box (PO) is not acceptable.
13. The date the material must be delivered by (affects cost).
14. Choose
15. This will be determined by LBNL Shipping based on time and cost
16. Estimated dollar value of material being shipped
17. This section only used by LBNL Procurement
18. "Collect" if arrangement has been made prior to shipment
"Prepaid" if shipping charges will be charged to Project ID
19. Reason for Shipment may include projects, collaborations, loans, returns, repairs, meetings, symposiums, experiments
20. Number of items in sequence
21. Quantity of items associated with each number
22. Brief description of item, manufacturer, model number, serial number and approximate size and dimensions
23. DOE Property Number and/or identification number if applicable
24. Declare if material is hazardous (chemicals, samples, inhalation) if hazardous, attach MSDS and identify quantity

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REQUESTED BY 1	MAIL STOP	UNIVERSITY OF CALIFORNIA SHIPPING DOCUMENT	
BLDG. ROOM EXTENSION	FOR CONTRACT NO. W-7405-ENG. 48 OR CONTRACT NO. DEAC02-05-CH11231 WITH THE DEPARTMENT OF ENERGY		
APPROVED BY 2	DATE 3	SHIPPING DOCUMENT NUMBER Assigned by Shipping	
PROPERTY MANAGEMENT AND PROCUREMENT USE ONLY		DATE 5 TYPED BY	
AUTHORIZED BY 4	DATE	PURCHASE ORDER NO. 6 ACCOUNT NUMBER 7	
PROPERTY MANAGEMENT USE ONLY		SANL. NO. 8 BORROW NO. 9	
U.S. DEPARTMENT OF ENERGY		LOAN NO. 10 S.R.R. NO. 11	
SHIP TO			
ATTENTION 12			
ADDRESS			
CITY, STATE AND ZIP CODE			
DATE REQUIRED AT DESTINATION 13	METHOD OF SHIPMENT CODES: 1. PICK UP 2. PARCEL POST 3. UPS 4. FEDERAL EXP. 1 5. MOTOR FREIGHT 6. HAND CARRY 7. AIR PARCEL POST 8. FEDERAL EXP. 2 9. AIR FREIGHT 10. LAB TRUCK 11. DOE AIR CRAFT 12. AIR FREIGHT FORWARDER 13. DOE COURIER	FOR INTERNATIONAL PACKAGES OR PACKAGE INSURANCE USE ONLY VALUE OF MATERIAL \$ <input type="checkbox"/> DECLARE VALUE ON WAYBILL 16 <input type="checkbox"/> DO NOT DECLARE VALUE ON WAYBILL	
<input type="checkbox"/> SELLER'S PROPERTY 14	METHOD OF SHIPMENT:	"SELLER RETURN" AUTHORIZED BY 17	
<input type="checkbox"/> LAB (GOVT.) PROPERTY	ENTER CODE 15	FREIGHT CHARGES 18	
OTHER	OTHER	<input type="checkbox"/> COLLECT <input type="checkbox"/> PREPAID <input type="checkbox"/> PREPAID DEDUCT FROM INVOICE	
REASON FOR SHIPMENT 19			
ITEM NO. 20	QUANTITY 21	DESCRIPTION 22	
		SERIAL, PROPERTY AND/OR CATALOG NUMBER 23	
CONTAINS DANGEROUS GOODS? 24 YES ___ QUANTITY ___ NO ___ Any hazardous materials or chemical shipments must include an MSDS			
FOR USE BY SHIPPING SECTION ONLY			
PACKED BY	NUMBER OF PKGS.	TYPE OF PKG.	WEIGHT
SHIPPED BY	DATE SHIPPED	CARRIER	EQUIPMENT CHECKED BY
RECEIVED BY		DATE	
WAYBILL NUMBER			
7800-72124 (2/09) SHIPPING MASTER			