

Outgoing Packages via Stores

Packages **MUST** be in stores by **11.30am** at the latest otherwise there is a real chance they will not be shipped that day.

All shipping forms have stated required collection company at top of the page. Please highlight which one.

If the cost of the delivery is being paid for by the group or division please highlight the **COST CENTRE** that this will be charged to
i.e.1010.355.XXXX.XXX

If the cost of the delivery is being paid for by the recipient please add their account number to the shipping form.

If you have a contact phone number for the recipient, please add to the shipping form.

All packages **MUST** have sender's details on & be addressed the same as the shipping form. Blank boxes & envelopes are no use.

All packages **MUST** be clear of any markings/Labels. Stores staff will add labels if & when required.

All packages **MUST** be packaged correctly & safely so that nothing can leak if broken.

Details for all the companies we use are below:

FED EX UK

You **CANNOT** use a Fed Ex Worldwide account number with these UK based packages. This is due to the IT system not allowing us to do this.

If you want to use recipient's account number then **THE RECIPIENT** will have to organise this by phoning FED EX UK customer services on 0845 6000068 with our collection address of University of Dundee, School of Life Sciences, Dow Street, Dundee. DD1 5EH.

Our account number is 70668.

FED EX UK customer services on 0845 6000068

FED EX WORLDWIDE

Can be used to most worldwide destinations **outwith UK**. If sender requires to use recipients account number then please state at bottom of form under: Account to be charged.

No dry ice packages to China (due to customs issues).

Our ship to account number is 132384860.

Our ship from account number is - 242633709 - **To be used by companies shipping to SLS.**

FED EX Worldwide customer services on 08456 070809.

DHL

If the recipient has a DHL account number this **CAN** be used to ship within UK, unlike FED EX UK. DHL can also be used for most worldwide destinations but have an extra charge for dry ice packages.

Our account number is 134551612

Our ship from account number is 969142173 - **To be used by companies shipping to SLS.**

DHL customer services on 08442 480844

For more information contact stores ext 85830 or drop an email to sls-stores-orders@dundee.ac.uk

Updated 05/01/2016