



I. CONSIGNOR (SENDER INFORMATION)			
First and Last Name:		Contact Number:	
Department:		Contact Email:	
CFOAPAL Fund Number: 1-_____-_____-70203-_____-_____		Fund Manager Name:	Fund Manager Signature:
*** CFOAPAL Fund Used for Shipping Charges, Including Any Duties, Taxes, and Additional Transportation or Export Fees ***			

II. CONSIGNEE (RECIPIENT INFORMATION)		
Recipient First and Last Name or RMA Number:		(Optional) Recipient Company:
Recipient Contact Number:		Recipient Contact Email:
Recipient Address:	(Optional) Address 2:	(Optional) Address 3:
Recipient City:	Recipient State / Province:	Recipient Postal / Zip Code:
Recipient Country:	(Optional) Other Information / Courier Account Number:	
*** If the Consignee is responsible for shipping charges, they must provide a courier account number (FedEx, UPS, DHL, etc.) ***		

III. SHIPMENT INFORMATION			
Package #:	Description of Contents:	Weight:	Package Dimensions:
*** For International, Failure to provide detailed information may cause delays or denials during the export process through Customs ***			
Declared Value (USD, CAD, EURO?):	Express: <input type="checkbox"/> Ground: <input type="checkbox"/>	Additional information? (Special packaging, labeling, etc.):	

IV. INTERNATIONAL SHIPMENTS – ADDITIONAL INFORMATION	
USA - Tax Identification Number (TIN):	Harmonized System (HS) Code(s):
EUROPE – Value Added Tax (VAT):	
Nature of Export (Is this a permanent export? Are the content(s) to be repaired and returned?):	
*** Contact the Consignee to get their TIN / VAT. See 'User Shipping Guide' on how to determine Harmonized Code. ***	

V. SHIPMENT HAZARDS					
Does this shipment contain any of the following hazards? (TDG Shipments require additional processing time)					N/A <input type="checkbox"/>
Explosives	Yes / No	Flammable	Yes / No	Poisonous Material	Yes / No
Corrosive Material	<input type="checkbox"/> <input type="checkbox"/>	Flammable Liquid	<input type="checkbox"/> <input type="checkbox"/>	Poisonous Gas	<input type="checkbox"/> <input type="checkbox"/>
Organic Peroxides	<input type="checkbox"/> <input type="checkbox"/>	Combustible Liquid	<input type="checkbox"/> <input type="checkbox"/>	Radioactive Material	<input type="checkbox"/> <input type="checkbox"/>
Infectious Substance	<input type="checkbox"/> <input type="checkbox"/>	Flammable Solids	<input type="checkbox"/> <input type="checkbox"/>	Spontaneously Combustible Liquid	<input type="checkbox"/> <input type="checkbox"/>
Lithium Metal Battery	<input type="checkbox"/> <input type="checkbox"/>	Dangerous-When-Wet	<input type="checkbox"/> <input type="checkbox"/>	Nonflammable Compressed Gas	<input type="checkbox"/> <input type="checkbox"/>
Lithium Ion Battery	<input type="checkbox"/> <input type="checkbox"/>	Oxidizer	<input type="checkbox"/> <input type="checkbox"/>	Other: _____	<input type="checkbox"/> <input type="checkbox"/>

VI. FOR INTERNAL USE ONLY			
ESS Number:	Date Shipped:	Tracking Number:	Shipping Cost:



COLLEGE OF ENGINEERING USER SHIPPING GUIDE

*****All fields in Orange are to be completed by the Shipping Office, you do not need to complete these fields.*****

The Shipment Request Form must be completed in full and include a CFOAPAL Fund or Courier Account Number before the shipment will be dispatched. Please complete this prior to bringing your shipment to the Shipping Office – Room 1B97.3.

It is the responsibility of the Consignor to ensure that all information provided within this form is accurate to the best of their knowledge. Discrepancies in address, CFOAPAL or courier account numbers, or content descriptions may result in delays.

The College of Engineering's Shipping Office is able to dispatch packages with most courier companies.

Preferred couriers are as follows:

- Local (Within Saskatoon): [Custom Courier](#)
- Domestic (Within Canada): [Purolator](#)
- USA & International: [DHL](#)
- Alternative Options if preferred by Consignor/Consignee: [FedEx](#), [UPS](#) (Canada Post available via the [USask Mail Room](#))

******* Shipment weight, dimensions, and declared value will affect shipping costs. For declaration of value, it is advised to declare the lowest possible value of the product/goods being sent. Please note that the declared value is for insurance purposes. Items with no value listed will be marked as \$1.00 CAN.

******* All hazardous materials must be packages in compliance with Transportation of Dangerous Goods Regulations (TDG - Ground/Road), or International Air Transportation Association Regulations (IATA - Air).

International Shipments (USA & Europe) must have complete and accurate descriptions of what is being sent.

Examples as follows:

- Electronic items should include appropriate model and serial numbers, country of manufacture, a list any applicable accessories such as external cables, devices, etc.
- Research samples must include sample identification (compounds, etc.), relevant information such as date/place/type of sampling, identify if the items are non-hazardous or non-toxic, be individually labeled, etc.

All International Shipments must provide a Harmonized Systems (HS) Code, which identifies product categories and products with a standardized nomenclature, used to calculate duty owed on goods. The following sites can assist in determining the correct HS Code to use:

- <https://uscensus.prod.3ceonline.com/>
- <https://www.wcotradetools.org/en/harmonized-system>
- <https://www.canadapost-postescanada.ca/information/app/wtz/business/findHsCode>
- Alternatively, you can contact TAHOCO who can assist in classifying your goods. See [this article](#).

International Shipments to Europe should note:

- If the shipment is too large or heavy to be sent via air, it must be sent as maritime cargo. Please contact the Shipping Office and allow for 1-3 weeks of processing time as additional paperwork and arrangements must be made.
- Any shipment valued over \$2,500 CAN will require the completion of a CERS/B13 (Customs Declaration) Form. Contact the Shipping Office for more information.

Shipping Turnaround times are as follows:

- International shipments must be brought to the Shipping Office no later than 10AM for same day service.
- Domestic shipments must be brought to the Shipping Office no later than 1PM for same day service.

******* Same day services are not guaranteed and unexpected courier delays outside of our control may occur. Processing times may vary depending on destination, contents, and transportation method. If a forklift is required to move your shipment, you must give advanced notice to the Shipping Office as a limited number of Forklift Operators are available.

Customs Clearance is handled by the University's customs broker, [Thompson, Ahern & Co. \(TAHOCO Logistics\)](#). Applicable duties and taxes charges may occur. You will be contacted if a payment of duties and taxes is required (Typically paid for with a CFOAPAL).

The College Engineering Shipping Office has shipping materials available including reusable boxes, bubble wrap, paper packing materials, labels, tapes, and label holders. We also have bubble wrap mailers for smaller items.

If you have any questions, please contact Lowell Levenick at engr.rec@usask.ca or call 306-966-5388 or stop by Room 1B97.3.