

## How to use the SHIPPING-1 form

The SHIPPING-1 form can be found on the right-side of any webpage of the CCSD Purchasing & Warehousing website.

<https://www.ccsd.net/departments/purchasing-warehousing>.

Scroll down and click the SHIPPING-1 link.

The screenshot shows the CCSD Purchasing & Warehousing website. The page includes a search bar, navigation menu, and contact information for the Purchasing & Warehousing department. A 'SHIPPING-1' link is highlighted in a red box in the 'Quick Info' section.


The SHIPPING-1 form will open up. It is also known as the CCSD Warehouse Transfer or Pickup form.

Fill out the form with all the information for pickup or transfer of the items. The fields with an asterisk (\*) are required.


The screenshot shows the CCSD Warehouse Transfer or Pickup form. The form includes fields for CCSD E-mail id, Pickup #, Status, Created, Submitted, Type, Estimated Pickup Date, From, and To. Numbered callouts 1 through 4 highlight specific fields.


1. Type **your CCSD email** in the CCSD E-mail id field. This allows warehouse personnel a way to contact you if there is an issue.
2. Select Pickup or Transfer. Note: Additional information is required for Pickup requests.

- After you submit your request, you may get the message, "Pickup Date is a black-out date." Use the calendar to select a new date.

Estimated Pickup Date:\*  

- Fill in From: information: your School/Department location number, contact name, and phone number. Fill in To: information. For a Pickup request, the warehouse information will be filled in automatically. If you do not know the location number, click the search icon to bring up a window to find the location.

School / Department:\*  

5 Warehouse Pickup Type:\*  

- Archive - Central
- BER Equipment / Furniture
- Safety / Hazard Issues
- Student Records
- Excess / Extra
- Obsolete
- Recycling
- Return for Credit
- Other

Add Line Delete Line

- Warehouse Pickup Type: is only displayed if you selected Type: Pickup. Select from the menu. If you select Return for Credit, fill in the Cost Center. If you select Other, fill in a description of the pickup type.

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Quantity *	UOM *	Note
8.000	Each	Art Display Panels
	▼	
	▼	
	▼	
	▼	


Add Line Delete Line

8 Total Quantity:  7 Special Request:

Special Instructions: Please pick up the display panels on 5/26. They will be near the front office. Thank you.

Location Pickup:

- Fill in the details for the items to be moved: Quantity, Unit of Measure (UOM), and Note. Click the UOM field and select Box, Each, or Pallet. Fill in the Note to describe the item(s), for example, Art Display Panels.
- Click Special Request to provide handling information.

Total Quantity:  Special Request:  

- Can be lifted by hand
- Pallet Jack
- Hand truck

Special Instructions:

Location Pickup:

- Please fill in Special Instructions with any information that will make it easier to pick up the item(s).

## CCSD Warehouse Transfer or Pickup

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CCSD E-mail id:\* SMITH @NV.CCSD.NET SMITH

9. **Before you submit the request, print a copy of the form or save it as a pdf.** The form will disappear when you click  . You can always view a copy of your request by filling in the CCSD E-mail id, clicking  , and then selecting your request from the list. To view just those requests you placed on Hold, change the Request Status to Held.

Requests				
Request Status: ALL				
Pickup #	School / Department From	School / Department To	Status	
0000006319	Saville, Anthony MS	GENERAL SUPPLY WAREHOUSE	COMPLETED	
0000006800	GENERAL SUPPLY WAREHOUSE	Saville, Anthony MS	COMPLETED	
0000006801	Saville, Anthony MS	GENERAL SUPPLY WAREHOUSE	COMPLETED	

Please see ***District Office Moves Utilizing Purchasing Warehouse Team*** on the Purchasing & Warehousing website, <http://ccsd.net/departments/purchasing-warehousing>, for information about moves.

## Purchasing & Warehousing

### Information

Questions regarding this website to: [loyamnl@nv.ccsd.net](mailto:loyamnl@nv.ccsd.net)

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[District Office Moves Utilizing Purchasing/Warehouse Team](#)