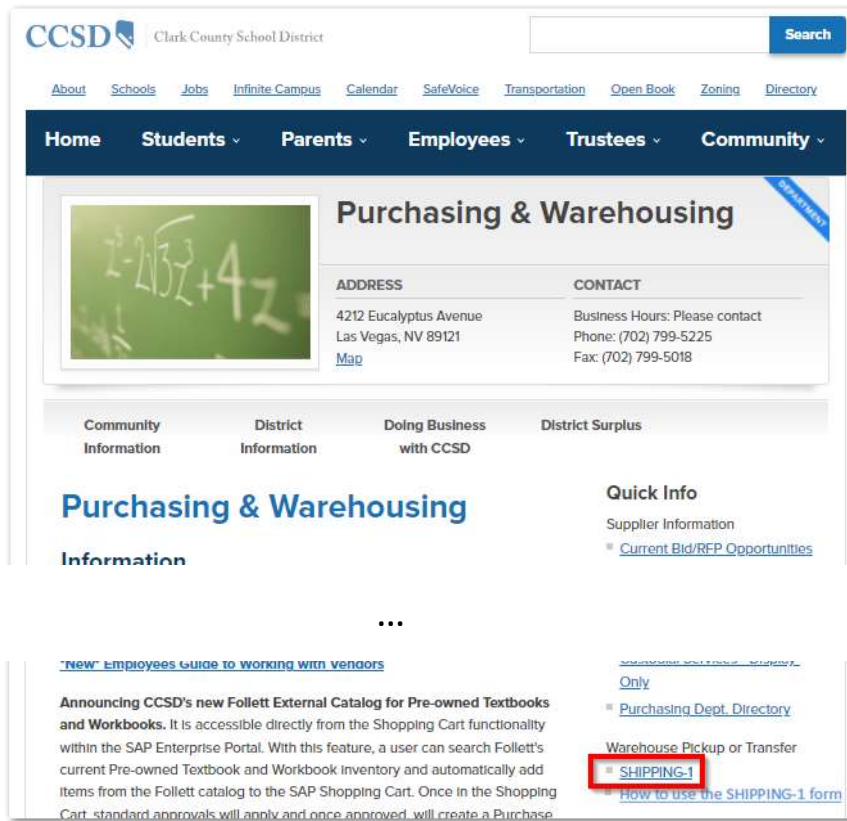


How to use the SHIPPING-1 form

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 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.

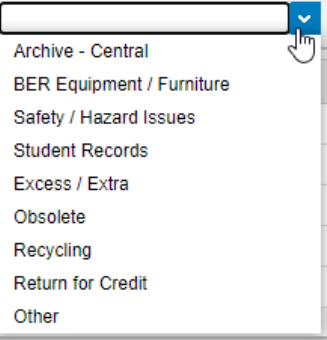
- After you submit your request, you may get the message, "Pickup Date is a black-out date." Use the calendar to select a new date.

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:* 

- 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.

5 Warehouse Pickup Type:* 

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

Add Line Delete Line

- 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 equipment, include the make, model number and description. For equipment where the school or department has more than one, such as copiers, the serial number is required.

6


Quantity *	UOM *	Note
1.000	Each	Kyocera KM-4035 AJL3036988 Copy Machin
1.000	Each	Clarke Alto C2K-180 Floor Scrubber

Another example:

6

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

Add Line Delete Line

Total Quantity: 8.000 7 Special Request: 

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

Location Pickup:

7. Click Special Request to provide handling information.

Total Quantity: 0.000 Special Request: ▼

Special Instructions: Please pick up the display panels on 5/26. They will

Location Pickup:

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

8. Please fill in Special Instructions and or Location Pickup with any information that will make it easier to pick up the item(s).

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.

CCSD Warehouse Transfer or Pickup

CCSD E-mail id:*

10. To view just those requests you placed on Hold, change the Request Status to Held.

Requests

Request Status: ALL ▼

Pickup #	Department From	School / Department To	Status
0000006	SUPPLY WAREHOUSE	Reed, Doris M. ES	COMPLETED
0000006	M. ES	GENERAL SUPPLY WAREHOUSE	COMPLETED
0000006	Lyal MS	GENERAL SUPPLY WAREHOUSE	COMPLETED
000006873	Guy, Addelliar ES	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

****NEW**** [2023 Shredding Schedule](#)

[Non-Standard/Non-Supported Request Form](#)

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