

UC SAN FRANCISCO-UC BERKELEY RWJF HEALTH & SOCIETY SCHOLARS PROGRAM

RWJ SHIPPING- Ship your items in 5 quick, easy steps! **CHOSEN CARRIER: FEDEX**

RWJ UCSF-UCB has established an online FedEx account for RWJ Program use. This account can be used by UCSF-UCB RWJ Program scholars, faculty & staff
The online account will simplify shipping, providing convenience at your fingertips! It will also allow administration to effectively track and maintain all RWJ-related shipping expenses. Below are steps to use FedEx shipment online:

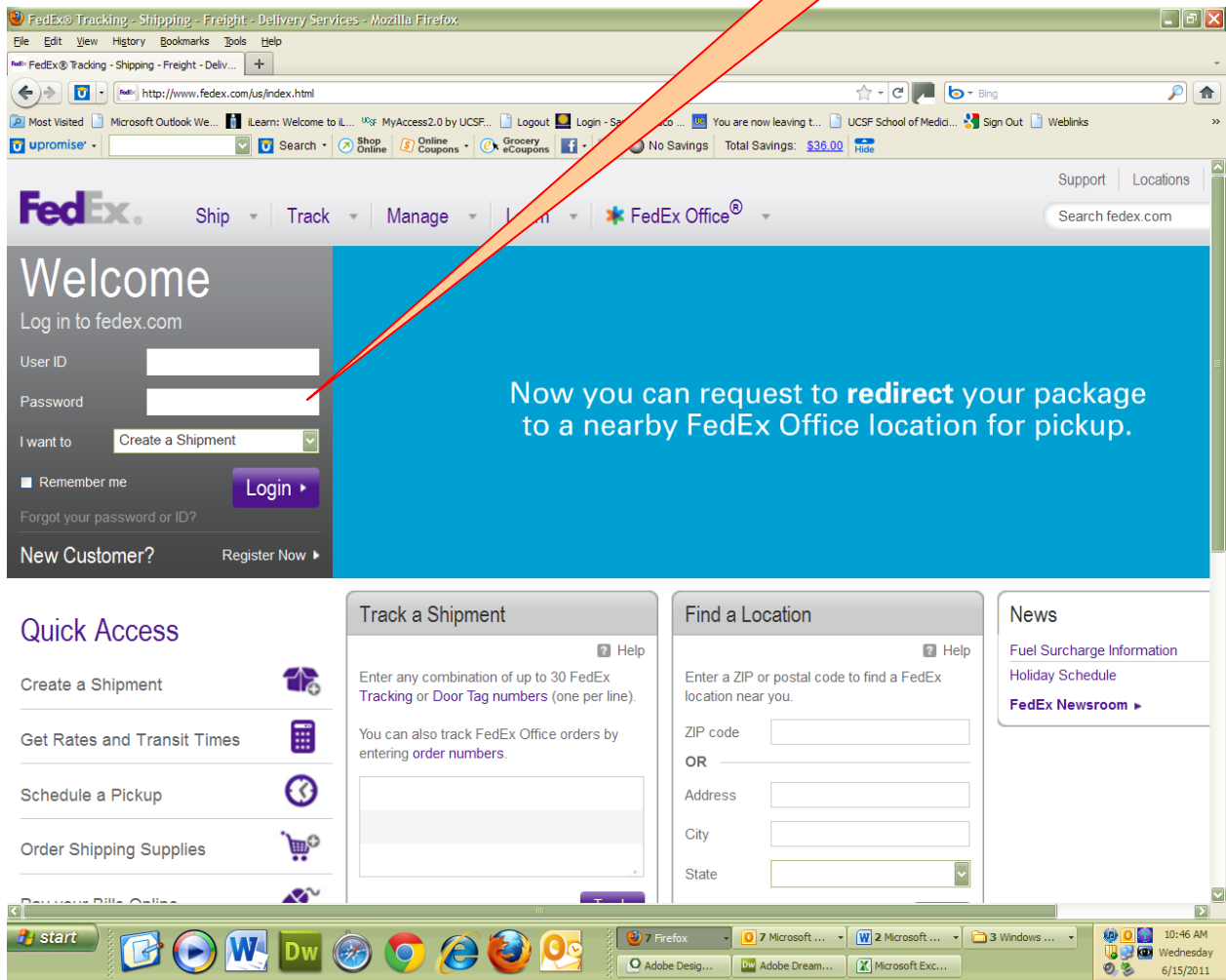
1. Visit the Fed ex website at url: <http://www.fedex.com/us/index.html>
2. Log in to fedex.com

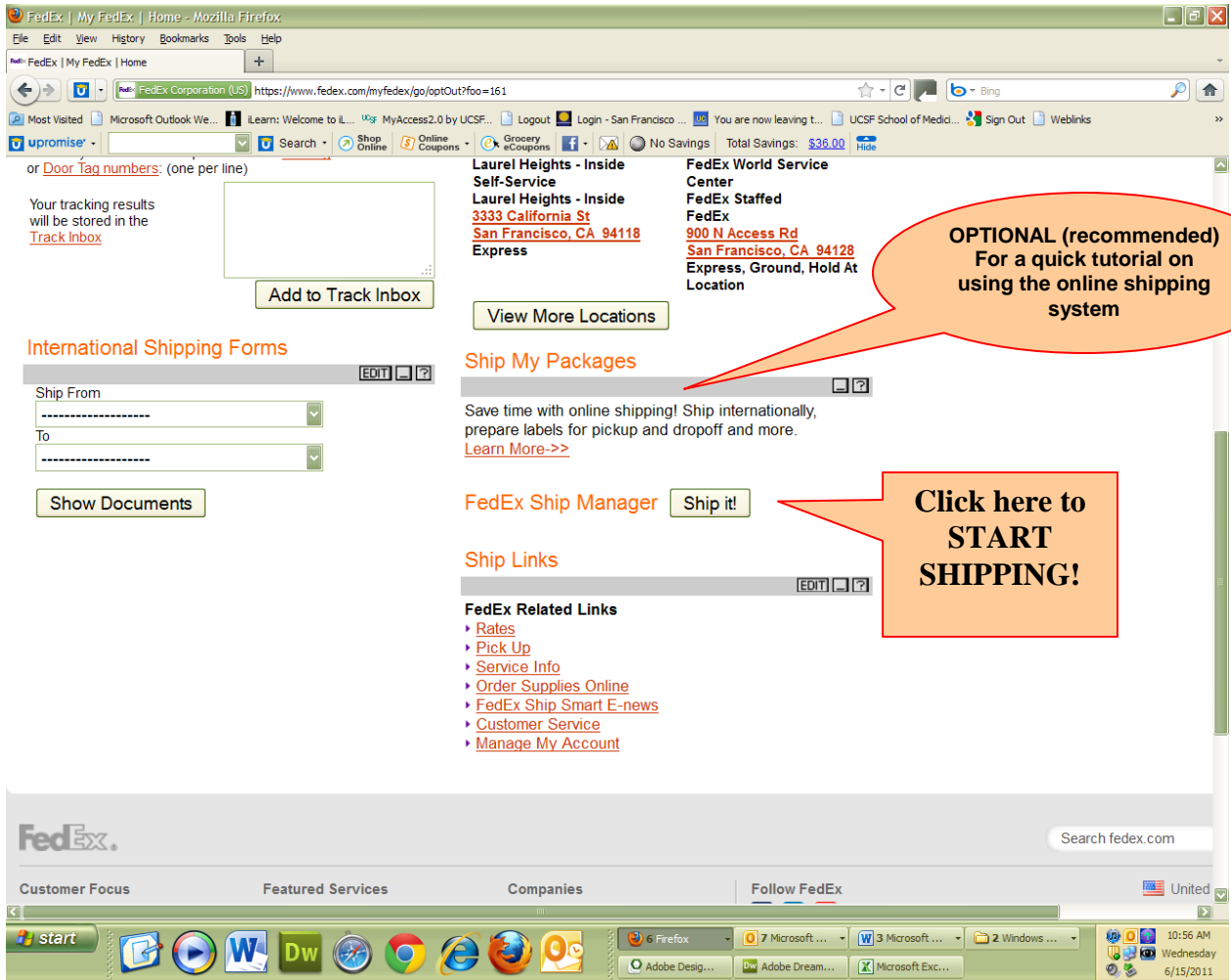
The screenshot shows the FedEx website's login page. The browser window title is "FedEx® Tracking - Shipping - Freight - Delivery Services - Mozilla Firefox". The address bar shows "http://www.fedex.com/us/index.html". The page features the FedEx logo and a navigation menu with options: Ship, Track, Manage, Learn, and FedEx Office. A search bar is located in the top right corner. The main content area is split into two sections. On the left, a dark grey box contains the "Welcome" message and a login form. The "User ID" and "Password" fields are highlighted with a red oval. Below these fields are options for "I want to" (Create a Shipment), "Remember me", and a "Login" button. On the right, a blue banner reads "Now you can request to redirect your package to a nearby FedEx Office location for pickup." Below the login form, there are three main sections: "Quick Access" with links for "Create a Shipment", "Get Rates and Transit Times", "Schedule a Pickup", and "Order Shipping Supplies"; "Track a Shipment" with a "Help" icon and instructions to enter tracking or Door Tag numbers; and "Find a Location" with a "Help" icon and instructions to enter a ZIP code or postal code. The "Find a Location" section includes input fields for ZIP code, Address, City, and State. A "News" section on the far right lists "Fuel Surcharge Information", "Holiday Schedule", and "FedEx Newsroom". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (10:46 AM, Wednesday, 6/15/2011).


3. Input User Id & Password

Send an email to hss@chc.ucsf.edu to request

User Id:
Pwd:





 The online tutorial is recommended for all system users especially if sending International shipments (process varies slightly)

4. Complete all pertinent fields for shipment process
*All billing details defaults to UCSF_RWJ

***** Please add your assigned 5 letter code****example, SCHOLAR FLEXFIELD CODE/: ABCDE in the “your reference” field**

Recipient information (Required fields in bold)

Company name: Select company name
 Contact name: Select contact name
 Country: United States
 Address 1:
 Address 2:
 City:
 State: Select State
 ZIP:
 Telephone:

This is a residential address
 Save in/update my address book
 Add to my [Fast Ship profiles](#)

Billing details

Bill transportation to: UCSF-RWJ
 Recipient/third party account #:
 Your reference: 34051A

Package and shipment details

Service type: Select FedEx service
 Package type: Select packaging
 Number of packages: 1
 Estimated weight: lbs
 Dimensions: Choose dimensions
 Declared value: US Dollars

Shipment notification

send shipment email notification

More shipment details

Ship date: Today

Please Note
 • Click the Continue button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.

5. Review your shipment details, continue to Printing- print the FedEx form and attach to package.

Depending on what option you have chosen, you can drop off the package to a FedEx location or have it picked up at a specific location

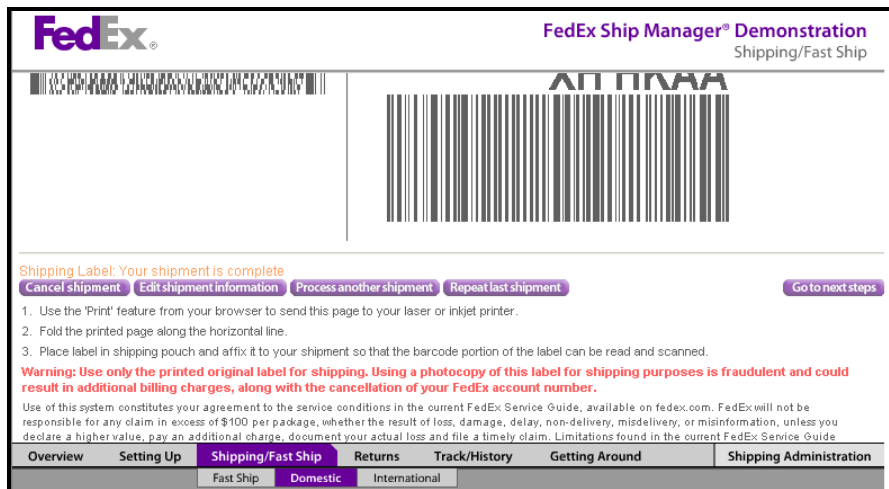
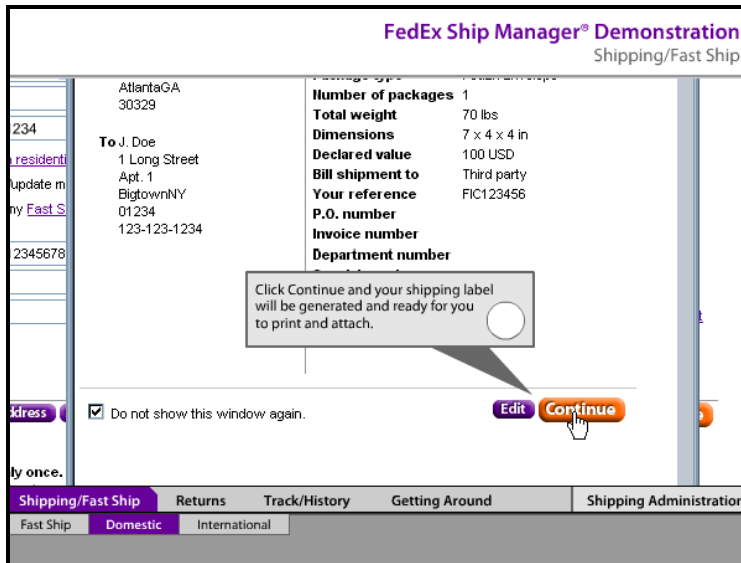
Confirm your shipment details

From Chris Smith
 1123 Canary Blvd.
 Atlanta GA
 30329

To J. Doe
 1 Long Street
 Apt. 1
 Bigtown NY
 01234
 123-123-1234

Ship date 11/11/2003
Service type Priority Overnight
Package type FedEx Envelope
Number of packages 1
Total weight 70 lbs
Dimensions 7 x 4 x 4 in
Declared value 100 USD
Bill shipment to Third party
Your reference FC123456
P.O. number
Invoice number
Department number
Special services

Shipping/Fast Ship Returns Track/History Getting Around Shipping Administration
 Ship Domestic International



- ☰ See Edgar for packing supplies at UCSF; UCB coordinator for UCB site
- ☰ Packing information can be printed online prior to completing the online shipping process
- ☰ **** FEDEX UCSF building drop off locations**
- ☰ **near the Laurel Heights campus reception entrance area drop box before 4:00 pm**

Any questions about the use of FedEx online for RWJ related use can be directed to Program Staff Member at hss@chc.ucsf.edu or 415-476-0902.