

**BUSINESS OPERATIONS CENTER**

**UC ANR Credit Card Machine Program**

**Shipping Box Sizes and Weights**

	<b>1 Machine</b>	<b>2 Machines</b>
<b>Shipping box dimensions</b>	<b>6 x 8 x 4</b>	<b>6 x 8 x 6</b>
<b>Weight</b> (Includes machine, 2 receipt tape rolls, packaging, box)	<b>2lbs</b>	<b>4lbs</b>
<b>Insurance</b> (retail value of the machines; FedEx charges about \$1 on the label for every \$100 of retail value)	<b>\$470</b>	<b>\$940</b>

**Note:** only two machines can be packaged in the same box, and the batteries must be taken out of the machines themselves. If you request more than 2 machines and they're available, we will send the machines to you in more than one box (e.g., 3 or 4 machines will come in 2 boxes, 5 machines will come in 3 boxes).

**Shipping Instructions: How to Return the Machines and What to Include**

Ship credit card machine(s) back to the ANR Business Operations Center (BOC) at 2801 2<sup>nd</sup> Street, Davis CA on the final day indicated on the Credit Card Machine Request Form. If a machine is lost, damaged, or stolen, the requesting unit will be responsible for all replacement costs.

**AggieShip**

- [AggieShip Instructions](#)
- Process the shipment through AggieShip, and select FedEx Priority Overnight Shipping
- For dimensions, weight, and insurance value, please refer to the table above
- Machines must be shipped in containers with maximum 2 credit card machines, with the batteries taken out and packaged separately from each other and from the machines within the package
  - E.g., if you request 4 machines and 4 machines are available during your requested time, **BOC will send them in two packages**, with the batteries taken out of the machines. Please send them back the way they came.
- If you get a warning message while selecting a FedEx Overnight option, you can write in:
 

“Per UCD Merchant Services, credit card machines must be shipped overnight.”  
(Screenshots below)

### 1 Machine

Desktop Shipping Services

Ref: 0128916

Ship Date: 04-Oct-2023

Carrier	Description	Buying Charge	Currency	Transit Time	ETA	Mode	Service
<input type="radio"/> FedEx	FedEx Ground®	13.78	USD	1	05-Oct-2023 [11:59PM]	ROAD	FDWGND
<input type="radio"/> FedEx	FedEx 2Day® A.M. - Customer Packaging	15.64	USD	2	06-Oct-2023 [10:30AM]	AIR	FDWDA
<input type="radio"/> FedEx	FedEx 2Day® - Customer Packaging	16.02	USD	2	06-Oct-2023 [04:30PM]	AIR	FDWD2
<input checked="" type="radio"/> FedEx	FedEx Priority Overnight® - Customer Packaging	16.44	USD	1	05-Oct-2023 [10:30AM]	AIR	FDWDP
<input type="radio"/> FedEx	FedEx Standard Overnight® - Customer Packaging	16.55	USD	1	05-Oct-2023 [03:00PM]	AIR	FDWDS
<input type="radio"/> FedEx	FedEx Home Delivery®	17.83	USD	1	05-Oct-2023 [11:59PM]	ROAD	FDWHOME
<input type="radio"/> FedEx	FedEx First Overnight® - Customer Packaging	81.44	USD	1	05-Oct-2023 [10:00AM]	AIR	FDWDF

Warning: The lowest cost service available has not been chosen. Please re-consider your choice of service or explain your decision below.

Per UCD Merchant Services, credit card machines must be shipped via overnight shipping.

Display Error Messages?

Previous Next

### 2 Machines

Shipping

Desktop Shipping Services

Ship Date: 04-Oct-2023

Carrier	Description	Buying Charge	Currency	Transit Time	ETA	Mode	Service
<input type="radio"/> FedEx	FedEx Ground®	19.60	USD	2	06-Oct-2023 [11:59PM]	ROAD	FDWGND
<input type="radio"/> FedEx	FedEx 2Day® - Customer Packaging	21.11	USD	2	06-Oct-2023 [04:30PM]	AIR	FDWD2
<input checked="" type="radio"/> FedEx	FedEx Priority Overnight® - Customer Packaging	22.70	USD	1	05-Oct-2023 [10:30AM]	AIR	FDWDP
<input type="radio"/> FedEx	FedEx Home Delivery®	24.81	USD	2	06-Oct-2023 [11:59PM]	ROAD	FDWHOME
<input type="radio"/> FedEx	FedEx First Overnight® - Customer Packaging	89.41	USD	1	05-Oct-2023 [10:00AM]	AIR	FDWDF

Warning: The lowest cost service available has not been chosen. Please re-consider your choice of service or explain your decision below.

Per UCD Merchant Services, credit card machines must be shipped overnight.

Display Error Messages?

Previous Next

- Signature options  
Please fill out this section as follows:

Desktop Shipping Accessorials

Freight Payment Method: Prepaid

Signature Service - Indirect Signature Required  
 Signature Service - Adult Signature Required  
 Signature Service - Direct Signature Required  
 Hold at Location  
 Residential Delivery  
 Saturday Delivery  
 Signature Release

Clear Previous

- Shipping label examples using FedEx Priority Overnight  
1 credit card machine

The screenshot shows a shipping label for a single credit card machine. It includes a confirmation message, tracking information, carrier details, and a list of charges.

Reference No.: [0129916](#)

Carrier: FDW **FedEx**

Service: FedEx Priority Overnight® - Customer Packaging

Carrier/Service Ref.: QFDW/FDWDP  
(Rationale: Per UCD Merchant Services, credit card machines must be shipped via overnight shipping.)

Tracking No.	Weight
784627170482	2.00 LB

Description	Customer Charge
Delivery Area Surcharge Commer	3.55 USD
Fuel	1.92 USD
Insured value	4.31 USD
Adult signature required	5.11 USD
Freight charges	7.28 USD
	<b>22.17 USD</b>

Accessorials:  Signature Service - Adult Signature Required

- 2 credit card machines

The screenshot shows a shipping label for two credit card machines. It includes a confirmation message, tracking information, carrier details, and a list of charges.

Reference No.: [0129938](#)

Carrier: FDW **FedEx**

Service: FedEx Priority Overnight® - Customer Packaging

Carrier/Service Ref.: QFDW/FDWDP  
(Rationale: Per UCD Merchant Services, credit card machines must be shipped overnight.)

Tracking No.	Weight
784630013641	4.00 LB

Description	Customer Charge
Delivery Area Surcharge Extend	4.25 USD
Fuel	1.51 USD
Insured value	8.62 USD
Freight charges	8.32 USD
	<b>22.70 USD</b>

Accessorials:  Signature Service - Direct Signature Required

**Packaging**

- Please ship the machines back to the ANR Business Operations Center (BOC) the same way that you received them, including all packing materials.

**Batteries**

- Must be taken out of the credit card machines
- Only 2 batteries per shipping box
- If shipping two machines, the batteries must be packaged so that the batteries are not touching each other or any conductive materials
- Per UC Davis Supply Chain Management, no more than 2 batteries may be shipped in one box

- For more information about batteries visit:
  - <https://www.fedex.com/en-us/shipping/how-to-ship-batteries.html#3>

**Include sales records in the box**

- Include the journal tape (i.e., sales record) for each day of the sale
- Include all original merchant receipts
  - **Please keep the merchant receipts physically with the machine they came from.** I.e., if you're borrowing 2 machines, please make sure to package the receipts for each machine with that machine.