## **BUSINESS OPERATIONS CENTER**



# **UC ANR Credit Card Machine Program**

# **Shipping Box Sizes and Weights**

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

**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)

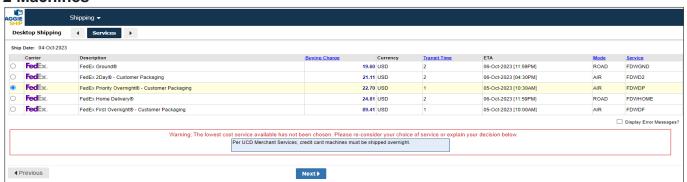
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## 1 Machine

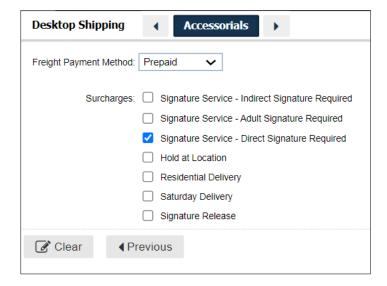


## 2 Machines



# Signature options

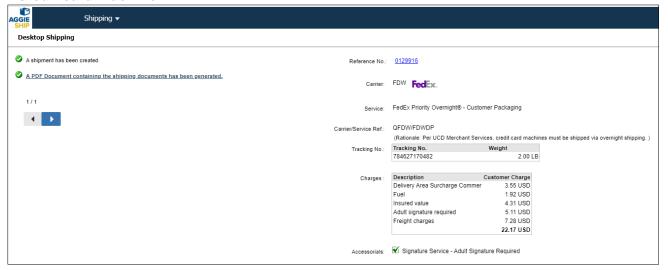
Please fill out this section as follows:



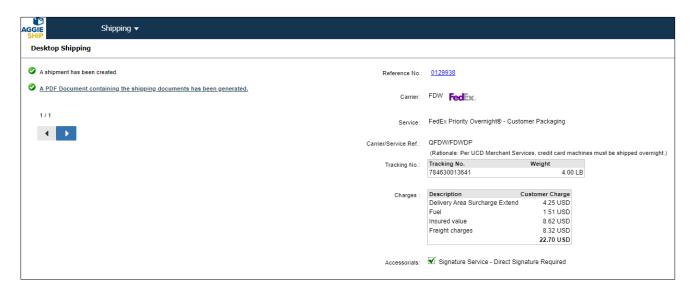
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 Shipping label examples using FedEx Priority Overnight 1 credit card machine



## 2 credit card machines



## **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

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- 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.