**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** (type in the retail value of the machines; FedEx charges $1 insurance for every $100 retail value) | $470 | $940 |

## Important notes:
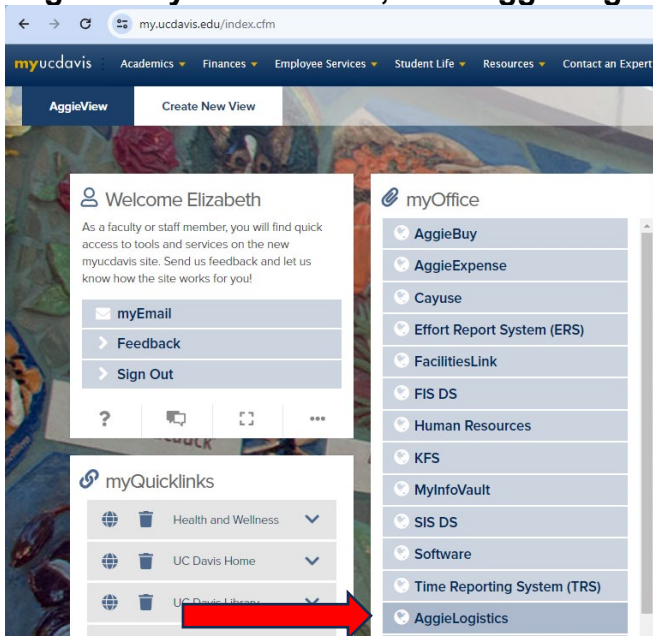
- Only 2 machines per shipping box
- Take batteries out and wrap them please: FedEx: How to Ship Batteries
- Ship out Monday-Thursday mornings only
- FedEX Priority Overnight shipping (via AggieShip) – to arrive before 12 o'clock noon

## Checklist:

|  |  |
|---|---|
|  | SpotSkim complete for each device |
|  | Device(s) fully charged and powered off |
|  | 2 rolls of receipt tape per device, unless more are requested |
|  | Charging cord and plug in block |
|  | Emailed contents of "Send With Credit Card Machines" folder   BOC-D > Credit Card Machine Program > Send with Credit Card Machines |
|  | Batteries (taken out of device and wrapped separately in non-conductive material) |

## Steps for creating a shipping label in Aggieship:

**1. Log into my.ucdavis.edu, then AggieLogistics**
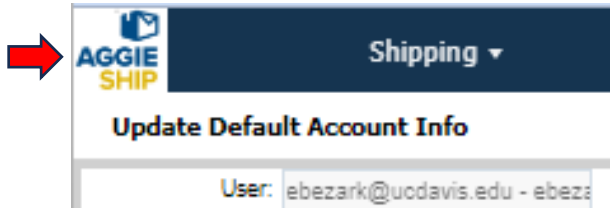


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## 2. Go to AggieShip



## 3. Input Account Information

| Project Portfolio Management (PPM) Accounts | General Ledger (GL) Accounts |
|---|---|
|  |  |
| A. In the PPM Project box, type in the Project, an underscore, then the Task <br> B. Expenditure Organization is the PPM equivalent to Department in General Ledger. | |

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4. **After clicking "Save Values," click the AggieShip icon**
   The system will use the account information you just saved in the label you create.



5. **Click Domestic Shipments**



Welcome, Elizabeth Bezark

**Welcome to AggieShip**

Domestic Shipments (No Hazardous Shipments)

International Shipments (Documents, Books, UC Davis Promo Items, Course Materials)

Domestic Hazardous Shipments (Dry Ice, Category B, Excepted Quantities)

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Create All Other Shipments

6. **Fill out package details.** Fill out dimensions like this if using the box that BOC sent them in. "Ship From" address in the screenshot below is an example. *Insurance should be retail value of the devices (each device is worth $470).*

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**7. Select Priority Overnight**

    **a.** For the "Warning" message, type in the following:

        UC Davis Merchant Services requires credit card machines to be shipped Priority Overnight to comply with Payment Card Industry security standards.

**8. Hit Next**

| | Carrier | Description | Buying Charge | Currency | Transit Time |
|---|---|---|---|---|---|
| ○ | FedEx | FedEx Ground® | | 4.80 USD | 1 |
| ○ | FedEx | FedEx Express Saver® - Customer Packaging | | 6.96 USD | 5 |
| ○ | FedEx | FedEx Home Delivery® | | 7.07 USD | 1 |
| ○ | FedEx | FedEx 2Day® A.M. - Customer Packaging | | 7.26 USD | 4 |
| ○ | FedEx | FedEx 2Day® - Customer Packaging | | 7.64 USD | 4 |
| ○ | FedEx | FedEx Standard Overnight® - Customer Packaging | | 8.69 USD | 1 |
| ● | FedEx | FedEx Priority Overnight® - Customer Packaging | | 9.21 USD | 1 |
| ○ | FedEx | FedEx First Overnight® - Customer Packaging | | 75.15 USD | 1 |

Ship Date: 11-Apr-2024

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

UC Davis Merchant Services requires credit card machines to be shipped overnight priority to comply with Payment Card Industry security standards.

◀ Previous      Next ▶

**9. Print out the PDF label, and affix it to the box, with tape covering all of the paper.**

**10. Call FedEx and schedule a pickup:**

    1-800-463-3339