

**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)	Retail value: \$470 FedEx insurance charge: \$4.70	Retail value (x2): \$940 FedEx insurance charge: \$9.40

**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

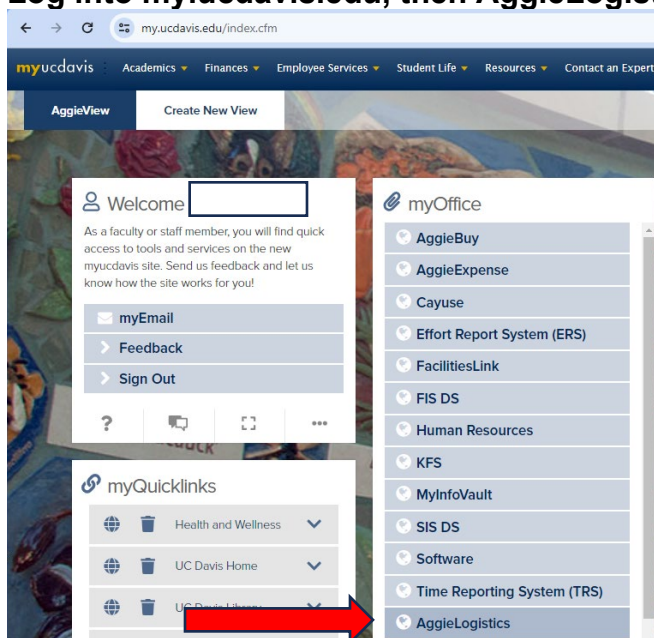
**Checklist:**

	SpotSkim tamper log 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
	<a href="#">Batteries</a> (taken out of device and wrapped separately in non-conductive material)

**Steps for creating a shipping label in Aggieship:**

## BUSINESS OPERATIONS CENTER

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

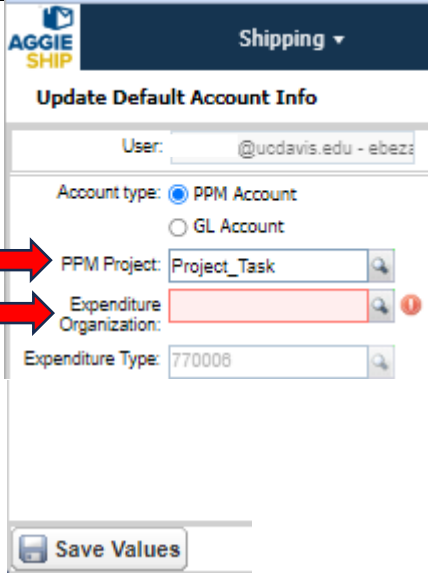
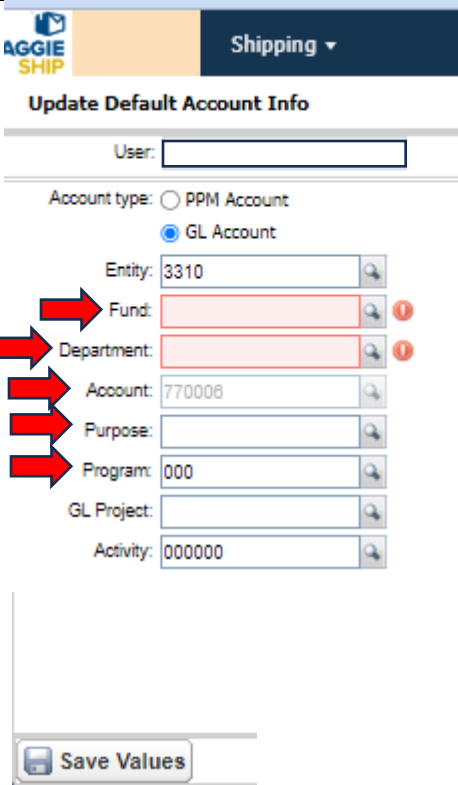


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### 2. Go to AggieShip



### 3. Input Account Information

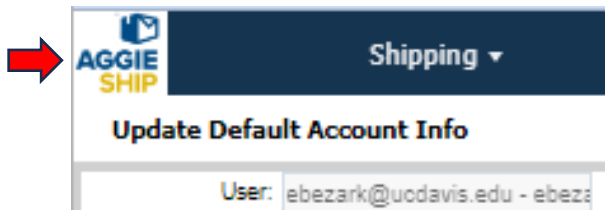
Project Portfolio Management (PPM) Accounts	General Ledger (GL) Accounts
 <p><b>Shipping</b> ▾</p> <p><b>Update Default Account Info</b></p> <p>User: @ucdavis.edu - ebez</p> <p>Account type: <input checked="" type="radio"/> PPM Account <input type="radio"/> GL Account</p> <p>PPM Project: Project_Task</p> <p>Expenditure Organization: [Redacted]</p> <p>Expenditure Type: 770006</p> <p><b>Save Values</b></p>	 <p><b>Shipping</b> ▾</p> <p><b>Update Default Account Info</b></p> <p>User: [Redacted]</p> <p>Account type: <input type="radio"/> PPM Account <input checked="" type="radio"/> GL Account</p> <p>Entity: 3310</p> <p>Fund: [Redacted]</p> <p>Department: [Redacted]</p> <p>Account: 770006</p> <p>Purpose: [Redacted]</p> <p>Program: 000</p> <p>GL Project: [Redacted]</p> <p>Activity: 000000</p> <p><b>Save Values</b></p>

A. In the PPM Project box, type in the Project, an underscore, then the Task

B. Expenditure Organization is the PPM equivalent to Department in General Ledger.

### 4. After clicking “Save Values,” click the AggieShip icon

The system will use the account information you just saved in the label you create.



**Shipping** ▾

**Update Default Account Info**

User: ebezark@ucdavis.edu - ebez

5. Click Domestic Shipments



Shipping ▾



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 amount should be retail value of the devices (each device is worth \$470) – FedEx charges you \$1 for each \$100 of retail value, so for one device, insurance will cost \$4.70.*

**GGIE SHIP** Shipping ▾

Desktop Shipping **Origin/Destination** ▶

Shipment Wizard: Domestic ▾

**Ship To:**

☒ New Address

Name/To: Business Operations Center

Company:

Address: 2801 2nd St

☐ Residential

City: Davis

State: CA

Postal Code: 95618

Country: US

Tel: 530-786-0538

Email: bocsupport@ucanr.edu

☒ Save to Address Book

**Package Details:**

Package Contains: Misc Items ▾

☐ Multiple Packages

Specify Size Using: ☐ Packaging ☒ Own Packaging

Packaging: 6.0 x 8.0 x 8.0 Inch

Weight: 4.0 Pounds

Insurance Value: 100.0 USD

COD Value: 940.0 USD

☒ Insurance

**Shipment Details:**

Promised Date (ETA): 4 18 2024

Promised Time (ETA): End of Day ▾

☐ Need Future Ship Date

Dept. Reference:

**Ship From:**

Shipper Address: UCD Show Address Details

☒ Overwrite Address

Name: UC Cooperative Extension

Contact:

Address: 2380 Bisso Ln

Ste B

City: Concord


State: CA


Postal Code: 94520


Country: US

Tel: 15307522077

E-Mail:





 **Next ▶**

## 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

The screenshot shows the 'Shipping' section of the AGGIE SHIP system. Under 'Desktop Shipping', the 'Services' tab is active. A table lists various FedEx shipping options with columns for Carrier, Description, Buying Charge, Currency, and Transit Time. The 'FedEx Priority Overnight® - Customer Packaging' option is selected and highlighted in yellow. Below the table, a warning message states: 'Warning: The lowest cost service available has not been chosen. Please re-consider your choice of service or explain your decision below.' A text box contains the required explanation: 'UC Davis Merchant Services requires credit card machines to be shipped overnight priority to comply with Payment Card Industry security standards.' Navigation buttons for 'Previous' and 'Next' are at the bottom.

Carrier	Description	Buying Charge	Currency	Transit Time
<input type="radio"/> FedEx	FedEx Ground®		4.80 USD	1
<input type="radio"/> FedEx	FedEx Express Saver® - Customer Packaging		6.96 USD	5
<input type="radio"/> FedEx	FedEx Home Delivery®		7.07 USD	1
<input type="radio"/> FedEx	FedEx 2Day® A.M. - Customer Packaging		7.26 USD	4
<input type="radio"/> FedEx	FedEx 2Day® - Customer Packaging		7.64 USD	4
<input type="radio"/> FedEx	FedEx Standard Overnight® - Customer Packaging		8.69 USD	1
<input checked="" type="radio"/> FedEx	FedEx Priority Overnight® - Customer Packaging		9.21 USD	1
<input type="radio"/> FedEx	FedEx First Overnight® - Customer Packaging		75.15 USD	1

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