

Southern Illinois University Edwardsville
Instructions - OUTBOUND MATERIAL SHIPMENT RETURN FORM

Use:

To request that a shipment be returned to the Supplier or to acknowledge the receipt of damaged materials. This form should be used by both Departmental Receivers and Central Receivers when dealing with returns of damaged goods, exchanges, or any outbound shipment.

Access:

Access the Outbound Material Shipment Return form via the [AIS eforms](#).

Instructions:

Preparer Information - Provide contact information for individual which Purchasing may contact with questions regarding the form.

Information about Shipment - Return Material Authorization Number – The Authorization number received from the vendor authorizing the material return, if applicable.

Shipment Address - Complete ship-to address including whether the address is residential or commercial
Note: FedEx and UPS will not ship to a PO Box.

Pickup Location - Building name and room number where Central Receiving staff will pick up the material.

Purchase Order Information - Identify the existing purchase order for the revision request.

Department Account Information:

Budget Purpose (mandatory) – shipping fees will be charged to the account indicated

Approvals - Fiscal Officer required for all budget purpose (accounts) involved.

Questions:

Contact Central Receiving 618-650-3378

Routing:

Fax completed form with appropriate signatures to Central Receiving at x2830