

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:

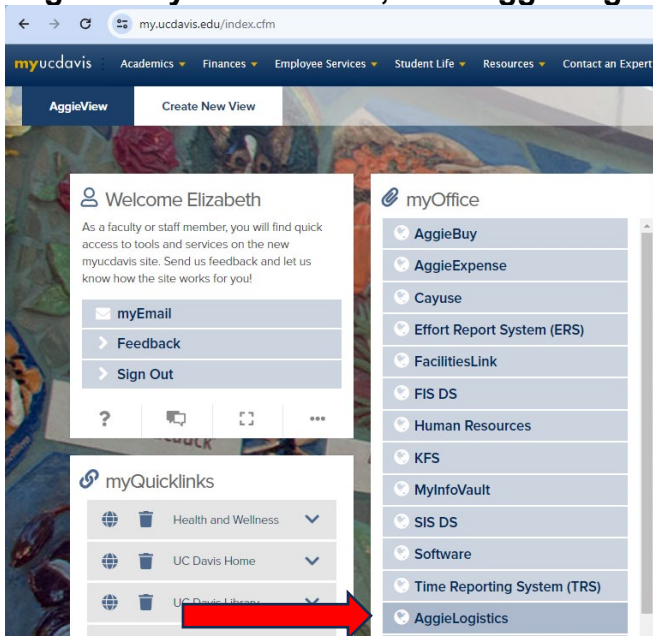
- Only 2 machines per shipping box
- Take batteries out and wrap them please: [FedEx: How to Ship Batteries](#)
- Ship out Monday-Thursday mornings only
- FedEx Priority Overnight shipping (via AggieShip) – to arrive before 12 o'clock noon

Checklist:

SpotSkin 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



4073

2. Go to AggieShip



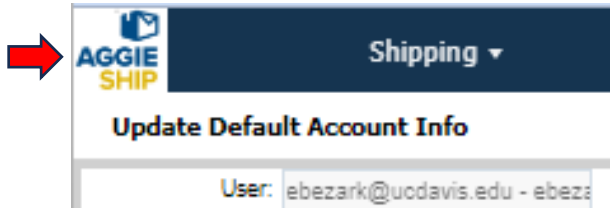
3. Input Account Information

Project Portfolio Management (PPM) Accounts	General Ledger (GL) Accounts
<p>Update Default Account Info</p> <p>User: ebezark@uodavis.edu - ebezark</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>Save Values</p>	<p>Update Default Account Info</p> <p>User: ebezark@uodavis.edu - ebezark</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>Save Values</p>
<p>A. In the PPM Project box, type in the Project, an underscore, then the Task</p> <p>B. Expenditure Organization is the PPM equivalent to Department in General Ledger.</p>	

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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 \(Dry Ice, Category B, Excepted Quantities\)](#)

[Create All Other Shipments](#) © 2018 QAD, Inc. All rights reserved.

- 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).*

The screenshot shows the 'GGIE SHIP' Desktop Shipping interface. The 'Shipment Wizard' is set to 'Domestic'. The 'Ship To' section includes fields for Name (Elizabeth Bezark), Address (2801 2nd St), City (Davis), State (CA), Postal Code (95618), and Country (US). The 'Package Details' section shows 'Package Contains' as 'Misc Items', 'Specify Size Using' as 'Own Packaging', dimensions of 8.0 x 8.0 x 8.0 inches, and a weight of 4.0 pounds. The 'Insurance Value' is set to 100.0 USD, and the 'COD Value' is 940.0 USD. The 'Ship From' section shows the address for UC Cooperative Extension in Concord, CA. A red arrow points from the 'City' field in 'Ship To' to the 'Insurance Value' field in 'Package Details'. Another red arrow points from the 'Next' button at the bottom right.

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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

Shipping

Desktop Shipping Services

Ship Date: 11-Apr-2024

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**