

The following instruction is intended to guide the preparer step by step through the process of completing the ANL 126C Shipping Order form. There are slight changes in the XINK version of this form from the previously used PARIS version. If you are accustomed to using the PARIS version, there is now more detailed information required. If at any time you are unclear on the requirements, the ANL Shipping group's contact information is on the last page. Please do not hesitate to contact the Shipping group with questions regarding information requirements when preparing the Shipping Order. **Note:** All fields marked with an asterisk (*) are required. The form will not submit unless these fields are complete. The ANL Shipping group recommends the preparer enter information in all fields.

<u>ANL CONTACT</u>	
*Badge	Enter the badge of the person that can answer any questions that come up about the material in the shipment. It can either be the person entering the information or it may be someone else.
<u>SHIP TO</u>	
Attention	Enter to whose attention this shipment is going. This can be a person, department, or return material authorization number.
*Phone Number	Enter the phone number for the recipient. Required field for all destinations.
*Company Name	Enter name of company. If being shipped to a residence, enter the name of the person items are being shipped to. Use the magnifying glass to search for a PARIS vendor.
*Date Required at Destination	Enter the date required at destination. The Shipping department will do everything possible to be sure your shipment arrives on the date requested. If this date is a Saturday, you must receive prior approval from ANL Shipping Department for a Saturday delivery. This service is not available in all areas. There is not an overnight option for international service.
*Address Line 1	Enter the street address for your recipient. Domestic shipments cannot be shipped to PO boxes. We need a valid street address in this section. If international shipment, please contact the shipping office for approval of PO box.
Address Line 2	Enter specific building, suite, or any other specific information for the destination in this area. Example: Bldg 202, Bio Chemistry Department.
*City	Enter the name of the city where the shipment is going.
*State/Province	Enter the name of the state or Canadian province where your shipment is going. If it is an international location, other than Canada, choose n/a from the drop down box.
Zip/Postal Code	Enter the zip code or international postal code for your shipments destination. If it is international, verify that there is a postal code and assure that it is entered correctly. It will delay your shipment if it is not entered or entered incorrectly.
*Country	Enter the destination country for your shipment. If this is an international shipment, we need to know who is responsible for payment of freight, customs, duties and tax charges. Refer to section "Shipment Information" for freight charge options. Contact ANL Shipping Department if clarification is needed on the additional charges for international shipments. If shipment is going to Brazil, Brazilian tax number (CPF) is required for all non-document shipments. The CPF number should be entered in the "Comments" section at the bottom of the form.

Residential Address	Is this going to a residence? If yes, check this box. If no, leave it blank.
Reference Number	Enter any reference number that will help the recipient identify this shipment when it arrives at its destination.
Country of Manufacture	If your shipment is domestic, skip this step. If it is international, you must declare where your shipment was manufactured. Shipping cannot process the shipment without this information. Contact ANL Shipping Department if clarification is needed on the additional information required for international shipments.
Email Address for Tracking	If you would like to know the tracking number for your shipment, enter the persons email address here and it will be sent. If more than one person needs a tracking number, enter the additional email addresses in the "Comments" section located at the bottom of the form.
<u>COST CODE</u>	
*Task	Cost codes must be entered for every shipment regardless of who is responsible for charges. Use the magnifying glass to search for a cost code.
*Center	Enter your cost center.
Project	Enter project code if applicable.
Activity	Enter activity code if applicable.
<u>SHIPMENT INFORMATION</u>	
*Reason for Shipment	<p>Loan – be sure that the loan agreement has been approved and that property is included in the approval thread.</p> <p>Other - be sure to explain in the "Other Reason" section the purpose of the shipment.</p> <p>Return of loan</p> <p>Return to vendor (any) – contact buyer. They will need to complete the 126c.</p> <p>Warranty Repair – be sure that buyer is aware. They need to negotiate the terms of shipment. If this is an international warranty repair, a PO will likely need to be created to determine shipping terms.</p>
Other Reason	If you chose other for your shipment, here is where you will explain why you chose that. Also a good area to put in notes for the ANL Shipping Department.
*Award Type	If this is associated with a PO (award) / AMOS MR number, check the button that applies. If it is not associated with a PO (award)/ AMOS MR, click none.
AMOS Recipient Correction	If this is an AMOS Receipt correction, click this box. If not, skip to next step.
Held in Receiving	This box is used for shipments that have been delivered to building 46 and will be shipped out from 46 without ever leaving building 46. Example; you have one pallet of fittings coming in that need to be galvanized before you can use them. You create the shipping order, mark held in receiving, contact someone in the ANL Shipping Department to tell them that this is held in receiving (shipping@anl.gov), and we will process this shipment without having the material delivered to your location.
Award/MR No.	If you have a PO (award)/AMOS MR number, enter it here.

Req. Number	If you have a requisition number enter it here. If the requisition has not been approved, you will not be able to submit the shipping order.
*Vendor Pickup	If this is not a vendor pickup, check no. If it is, are they picking it up from your location or from shipping? A vendor pick up is when the recipient, without the aid of the ANL Shipping Dept, will arrange the transportation of the shipment. If this is a vendor pick up contact the ANL Shipping Department (shipping@anl.gov) to get the shipping order approved.
*High Risk Property / Precious Metal	Is this a shipment of high risk property / precious metals?
Prepaid / Collect / 3rd Party	Who is paying the shipping charges for your shipment? If the Lab is paying then click prepaid. If the recipient is paying then click collect and go to "Carrier Name" and "Account Number". If another company besides the lab or the recipient is paying, click 3 rd party and go to "Comments" section and enter the name of the 3 rd party company. If this is international, we need to know who is responsible for the customs charges, duties and taxes. If the recipient is responsible for any of these charges (collect) we will need the name, account number, and contact information for a carrier of their choice or freight forwarder. Collect for anything will require the same information as domestic. If your shipment is prepaid freight and collect duties and taxes you can enter that information in the "Comments" section. Please do not affix any pre-paid vendor labels to your box. The label should be attached to the ANL126C when brought to the ANL Shipping Department.
*Does Shipment Contain Records	Does this shipment contain records? If it does you must attach an ANL-509 in the "Attachments" section or your shipping order will not be approved.
Carrier Name	If the lab is paying the shipping, ANL shipping dept will determine the most cost effective and efficient DOE approved carrier to be used. If the shipment is collect or 3 rd party, enter the name of the carrier requested.
*Was Material in a Controlled Area	Was this material in a controlled area? If no go to next step. If yes, this must be routed to HP tech before it can be submitted. HP will enter the information in "If in Controlled Area" section.
Account Number	An account number is required if you are shipping FedEx collect, that goes here. If shipping UPS collect you must enter the account number and the zip code that corresponds with that account number in this box. This is information that is required by UPS. Without this information shipping costs will be charged to cost code that was supplied in the "Cost Code" section.
If in Controlled Area	HP tech survey information for items that were in a controlled area.
<u>ITEMS</u>	
*Line	Enter each product on its own line number.
Property #	If there is property # it must be recorded here.
*Description	Include a general description of the material being shipped. Include any ANL # and any serial # that identifies the material.
*Quantity	Enter the quantity of this item.

Unit of Measure	Choose the appropriate unit of measure for your quantity.
*Unit Price	Enter the appropriate price per unit for your product.
Market Value	Market value will be calculated based on your unit price that is entered. If your shipment is domestic, move to next section. If your item is shipping internationally and is valued over \$2500 you will need to fill out an export questionnaire. Contact the ANL Shipping Department (shipping@anl.gov) to receive the most current copy of the questionnaire. Your shipment cannot be processed without this additional information. Please note – if the market value is automatically populated and you do not believe it matches the fair market value, please make a note of the new fair market value in the “Comments” section.
Sub-component	Is this a subcomponent of a larger item? If yes mark this box, if not leave it blank.
# of Packages	Enter the number of packages, per line item, that you have. Example, you are shipping out one line item of brochures. The quantity is 600ea and there are 100 per box, enter 6 in the number of packages.
Delete	If you enter a line and do not need it, click x to delete the entire line.
*Hazards	<p>Does your item contain any hazards? If yes your shipment must be processed through shipping and receiving to ensure all regulations are met. For questions pertaining to transport of the material, please reference LMS-PROC-202. Click the appropriate drop down box to disclose the hazard associated with your shipment.</p> <p>Batteries – all batteries have some regulation that is associated with them. In order to properly classify the battery Shipping needs additional information. We will need to know the chemical composition of the battery (NiCad, NiMh, LiPo, Lilon) and whether chargeable or rechargeable), the amperage and voltage. If a prototype battery; you must contact the Shipping Department.</p> <p>Combustible Liquid – has your item been classified as a combustible liquid? Be sure to include the MSDS so that we can verify this.</p> <p>Corrosive Material - be sure to include the MSDS so that we can verify this.</p> <p>Cryogenic Liquid – are you using a cryogenic liquid to keep something frozen? Is there a special permit or competent authority in place that you are using? Be sure to include these along with your MSDS with the shipment for verification.</p> <p>Dangerous When Wet – this type of material is highly regulated. Be sure to include your MSDS with this shipment.</p> <p>Diagnostic Specimen – does this meet the criteria for a biological substance or infectious material? Be sure to notify properly trained personnel to handle this type of shipment.</p> <p>Dry Ice – we need to know how many pounds of dry ice are included with your shipment. We cannot ship dry ice without this quantity in pounds.</p> <p>Explosives – this type of material is highly regulated. Be sure to include your MSDS with this shipment.</p> <p>Flammable Compressed Gas – be sure that your cylinder you are shipping in is within its calibration and inspection dates. If the inspection has expired, we cannot ship it. Be sure to include MSDS and quantity in liters for the gas in the cylinder.</p> <p>Flammable Liquid – be sure to include MSDS.</p>

	<p>Flammable Solids - be sure to include MSDS.</p> <p>Infectious Substances – can only be prepared and processed by trained individuals. If you have not received infectious substance training, you cannot process this shipment.</p> <p>Miscellaneous Hazardous Material – any class 9 materials, other than dry ice, or any material that has a hazard not represented on this list.</p> <p>Nano Materials – you must declare if the nano materials in your shipment are bound or unbound. If they are unbound, they must be prepared per LMS-PROC-84 before they are brought to shipping. Enter the terms “bound” or “unbound” and “Packaged per PROC 84” in the comments section.</p> <p>Non Flammable Compressed Gas - be sure that the cylinder you are shipping is within its calibration and inspection dates. If the inspection has expired, we cannot ship it. Be sure to include MSDS and quantity in liters for the gas in the cylinder.</p> <p>Organic Peroxides - this type of material is highly regulated. Be sure to include your MSDS with this shipment.</p> <p>Oxidizer - be sure to include MSDS</p> <p>Radiation Generating Device – must be referred to MCA for shipment.</p> <p>Radioactive – must be referred to MCA for shipment.</p> <p>Regulated Biological and/or Biohazardous Materials - can only be prepared and processed by trained individuals. If you have not received infectious / biological substance training, you cannot process this shipment.</p> <p>Spontaneously Combustible Material - this type of material is highly regulated. Be sure to include your MSDS with this shipment.</p> <p>Toxic - this type of material is highly regulated. Be sure to include your MSDS with this shipment.</p> <p>Toxic Gas - this type of material is highly regulated. Be sure to include your MSDS with this shipment. Be sure the cylinder is within its calibration and inspection dates. If the inspection date is not current, the cylinder cannot be shipped. Be sure to include MSDS and quantity in liters for the gas in the cylinder.</p>
Additional Drop Down Menu's	If your line item has more than one hazard associated with it then this is where the subsidiary hazards would be declared. Example, Liquid Nitrogen keeping infectious protein crystals frozen would require 2 hazard declarations. Cryogenic Liquid and infectious substance.
Physical Form	This is for the physical form of your material. Please declare if this is a liquid, solid, or a gas. This helps to verify that the correct material is being shipped out.
Hazard Quantity	If your line item is a hazard fill in only the hazardous quantity here. If you don't have a hazard, leave blank.
Hazard Unit of Measure	If have a hazardous quantity fill in only the unit of measure for hazardous quantity here. If you don't have a hazard, leave blank.
Total	This will be the total market value of all your line items on this shipping order. Please note – if the market value is automatically populated and you do not believe it matches the fair market value, please make a note of the total new fair market value in the “Comments” section.

<u>COMMENTS</u>	
	This is the field to enter any information that may not have been covered somewhere else within this form.
<u>ATTACHMENTS</u>	
	Click on the paperclip to locate your desired attachment. This is where to electronically attach MSDS, prepaid labels, or a return material authorization.
File Description	Make sure to use a description that the shipping department will recognize as important. Examples MSDS1, RMA, LABEL.
Delete	Use this to delete entire attachment line.
Add Another Attachment	Click to add another attachment. Follow steps for attachments.
<u>ROUTING THREAD</u>	
	This is the section where you will decide on your routing thread. If your division requires a thread to be chosen, do not leave this blank. If you leave it blank, the form will auto create the routing thread based on cost code, purchase requisition and property information entered. The form will send approval notices to every person that is a signature authority on that cost code, purchase requisition, or property approver. To enter specific routing threads as desired or required by your division see below:
Division	Enter specific division routing requested or required by your division for that cost code.
Thread	Choose appropriate approver based on options given.
<u>ADDITIONAL APPROVERS</u>	
Approver Badge	To add an additional approver that may not be on that thread, you will need the badge number of that approver and the reason that you are adding them to the thread. Go to "Add Another Approver" to add the person you want to include on the thread. This person will be added before the rest of the routing thread.
Reason	Enter the reason that you are using this requestor.
Delete	Use this to delete an approver.
Add Another Approver	Use this to add another approver.
<u>ROUTING</u>	
Save	Save your progress. If you close the window out, you lose all data that you have entered thus far.
Submit for Approval	Once you are satisfied with all the information entered, hit submit for approval. If you have missed a required field, the system will automatically put your cursor in the field that requires information. It does not highlight or bold case; it just puts your cursor there. Once you have submitted for approval you can track the progress on the form by clicking on the shipping order number and viewing the thread in the "Routing" section.
Routing	Once shipment is submitted, this will display the routing history that has been chosen. If it is correct go to "Print Shipping Order" and click print shipping order

	button. If it is not correct, recall order, click allow updates at the bottom of form and go back to "Routing Thread" section and either delete or add approvers. You will receive an email when your shipment has been processed. The last approver is listed as "Shipping Department". This does not turn green until the package has been processed.
Print Shipping Order	Once you have submitted for approval, and you have verified that the approval thread is correct, click print shipping order. Print the shipping order and place a copy of it on your shipment. At this time, your package is ready to be transported to bldg 46. If your shipment contains no hazards for transportation, you can bring it to the building 46 counter to be shipped, or leave it for the T-run to pick it up and bring it to 46. Contact your building management for your particular T-run schedule. Non-hazardous and non-bulk shipments brought to shipping by 1230 and electronically approved through the entire routing thread will be shipped out the same day. If your shipments contain any hazards you will need to contact the hazmat T-Run, 2-7092, or the ANL Driving and Rigging Service, 2-9625, to transport your material to building 46 for shipment. The ANL Shipping Department will work as expediently and efficiently as possible to be sure that your order is processed and shipped as quickly as possible.
Copy	Use this for a new shipping order that is the exact same as a prior shipping order that has been shipped.

Please remember, there are several fields that require information before you can submit the form. If you are missing a required piece of information, check with the requestor for that information. You will not be able to submit the shipping order with these sections left blank.

If there is ever a question on what information that ANL Shipping Department is looking for on the form please contact the ANL Shipping Department. We will be happy to assist you in any way we can. If there is a problem with the form itself you will need to contact the CIS Helpdesk. The ANL Shipping Department and the CIS Helpdesk are working together to make this transition as smooth and painless as possible. We are constantly working to resolve any and all issues that may be discovered.

ANL Shipping Department

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