Working Remotely? You may ship items to Stores & Receiving if no one is at your office to receive them.

1. Click *edit* to select a different Shipping address.

2. Click *click here* to select a different address.

3. Click on *select from org addresses*.

4. Type the word “stores” in the search field.

5. Be sure to select “Stores & Receiving – Campus” located on South Campus Drive.

6. In the *Attn To* field, be sure to add the words “Hold for Will Call” and your phone number before your name.

   **Please note that all three elements are required:** “Hold for Will Call”, phone number, and name.

7. Track your package through the supplier. Pick up your package at Stores & Receiving within 5 days after delivery. A UID will be required to pick-up packages from Receiving.