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 Pickup” and your phone number before your name.

   Please note that all three elements are required: “Hold for Pickup”, 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.