

LUSKIN SCHOOL OF PUBLIC AFFAIRS – FedEx Account – How to ship via FedEx

SHIPPING OPTION A: Have shipping label created for you

STEP 1: Fill out an order form to request a FedEx Label and provide the following information, use the second page of the order form if needed:

- a.) The ship from and ship to address
- b.) Package & Shipping Details, include weight, service type, and package type
- c.) Indicate if you are requesting a pickup from the Public Affairs building or if you are dropping off your package at a FedEx location

STEP 2: Once FedEx label is sent to you, place it on package and arrange for FedEx to pick it up, or take to a FedEx store/drop off. FedEx no longer comes daily to Public Affairs.

SHIPPING OPTION B: Take package directly to FedEx- fill out shipping label there

STEP 1: Fill out an order form and send to orders@luskin.ucla.edu **BEFORE** going to FedEx store **(This step must be taken first to ensure the appropriate fund source is charged) Provide the Ship from and Ship to address on the form.**

STEP 2: Go to any FedEx location, fill out a label, and enter account number 203313499 on the label.

STEP 3: Request the receipt from the FedEx location.

STEP 4: Send the receipt to: orders@luskin.ucla.edu.

Below is a screenshot of the FedEx Label and the information that is required:

Create a Shipment

Enter shipping information (Print label(s))

* Denotes required field

1. From [Help](#) [Edit](#)

Kelley Takeshita, 337 Charles E Young Drive East, 3240 PAB, Los Angeles, CA, California, 90095, United States

2. To [Help](#) [Edit](#)

* Country/Territory: United States
 * Company: Select or enter
 * Contact name: Select or enter
 * Address 1:
 * Address 2:
 * ZIP:
 * City: Select or enter
 * State: Select
 * Phone no: ext.
[Perform detailed address check](#)
☐ This is a residential address
☐ Save new recipient in address book

3. Package & Shipment Details [Help](#) [Edit](#)

* Ship date: 03/21/2024
 * Number of packages: 1
 * Weight: lbs
 * Declared Value: U.S. Dollars
 * Service type: Select
 * Package type: Select

4. Billing Details [Help](#) [Edit](#)

* Bill transportation to: MyAccount-499
 Update the credit card tied to my account
 Your reference:
[More reference fields](#) [Add an account](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are dropping off your package at a FedEx location

Shipment Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment

Rates & Transit Times (optional) [Help](#) [Edit](#)

Amounts are shown in USD

Select Service and Transit Time Your Rate
 Enter more information to get rates and transit times.

5. Complete your Shipment [Help](#)

☐ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use
[Send a Mobile Shipping Label](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Ship or Retract. It may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at FedEx.com Terms of Use](#) and the [FedEx Terms of Shipping in the applicable FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International Shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [label](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding

****This process is subject to change as new information is received and procedures are updated****