



OSU SHIPMENT TRACKING SYSTEM JOB AID

OSU Central Receiving now offers a solution to track the status of central campus delivery for shipments received at 2650 Kenny Road.

This job aid explains the features of the Shipment Tracking System. For additional support, refer to the [OSU Shipment Tracking FAQs](#) or contact OSU Central Receiving customer service at (614) 292-2694 or osums@osu.edu.

OSU Shipment Tracking System web site: osucentralreceiving.osu.edu

Login: OSU Username (name.#) and OSU Account Password

To **Search** for a shipment:

The screenshot shows the OSU Shipment Tracking System search interface. At the top, there is a navigation bar with the OSU logo, a 'Search' button, and a 'Request Forms' dropdown menu. A search bar at the top right contains the text 'Search for Tracking#, PO# or Stores Order#'. Below this, the main search area has a 'Search' button and a text input field with the placeholder 'Search for Tracking#, PO# or Stores Order#'. A yellow banner below the input field says 'Use the form above to perform a search'. A red box with an arrow points to the input field, containing the text: 'Click here to search by: 1) FedEx, UPS or USPS tracking number 2) OSU Purchase Order number (PO) 3) OSU Stores Requisition number (MSR)'. Another red arrow points from the top search bar to the main input field. Below the search area, there is a 'Search Results' section. It shows a list of results, with the first result being '0060968928762' with a 'Delivered' status. A red box with an arrow points to the tracking number, containing the text: 'Click on the tracking number to select the item.' The result also shows 'FEDEX GROUND' and 'snelling.17'.

Search Request Forms Search for Tracking#, PO# or Stores Order#

Search Advanced Search

Search for Tracking#, PO# or Stores Order# Search

Use the form above to perform a search

Click here to search by:
1) FedEx, UPS or USPS tracking number
2) OSU Purchase Order number (PO)
3) OSU Stores Requisition number (MSR)

Search Advanced Search Tip: Use an Asterisk (*) for wildcard searching

0060968928762* Search

Packages 1

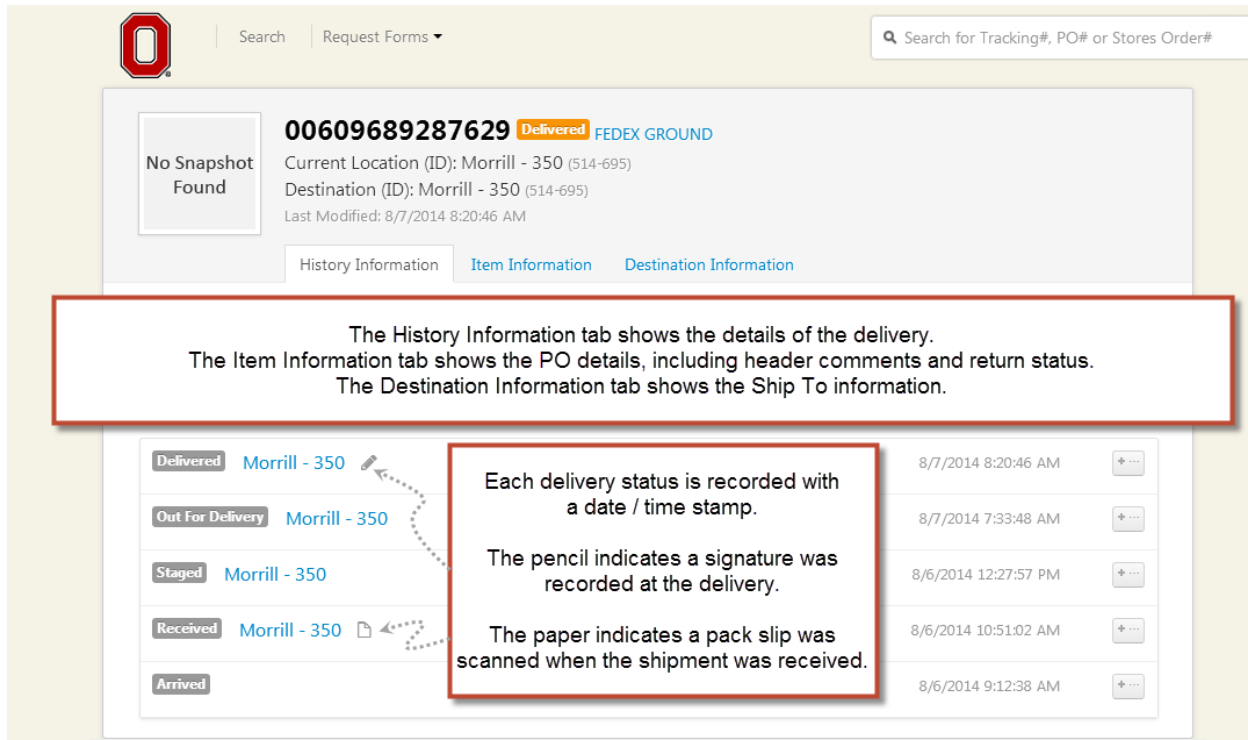
Search Results

0060968928762 Delivered FEDEX GROUND snelling.17

N/A, Morning 350
Last Modified 08/01/14

Click on the tracking number to select the item.

OSU SHIPMENT TRACKING SYSTEM JOB AID



00609689287629 **Delivered** FEDEX GROUND

Current Location (ID): Morrill - 350 (514-695)
 Destination (ID): Morrill - 350 (514-695)
 Last Modified: 8/7/2014 8:20:46 AM

History Information **Item Information** Destination Information

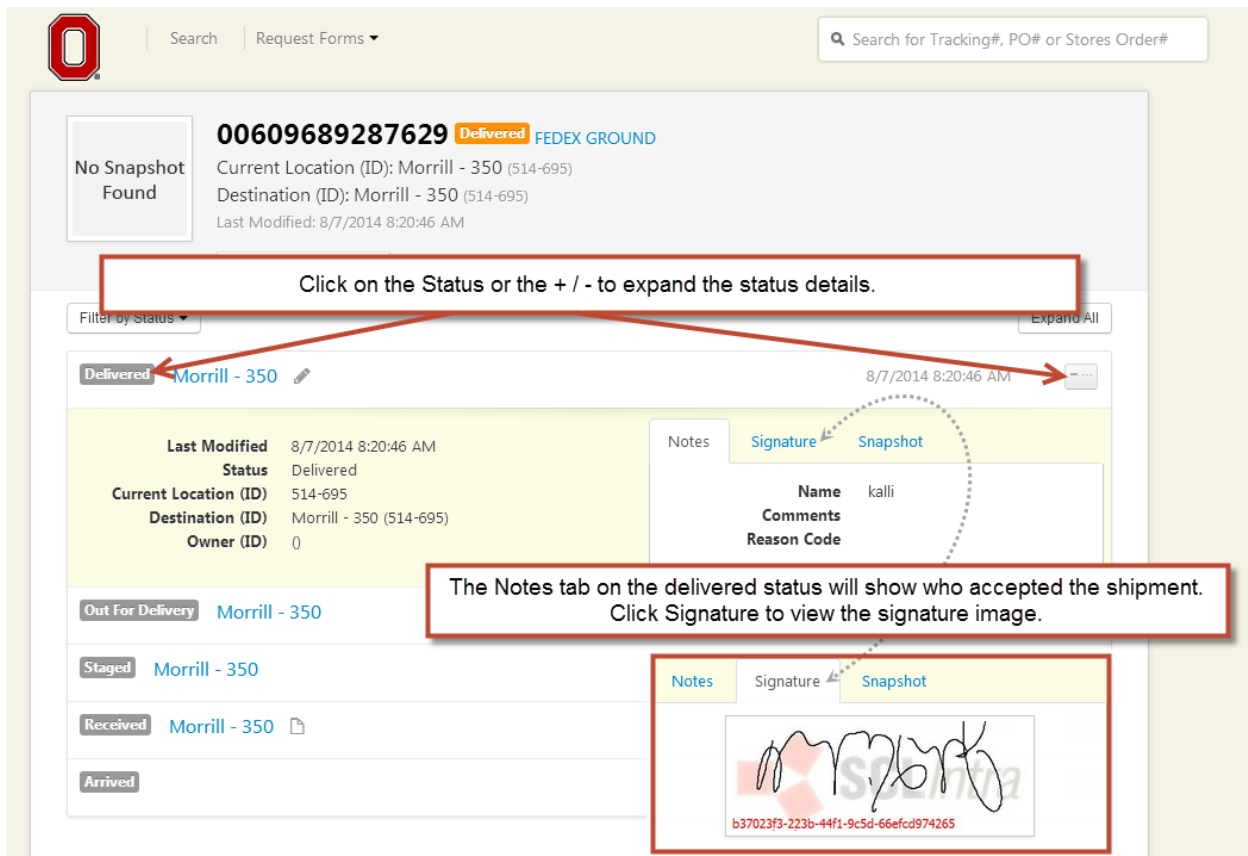
The History Information tab shows the details of the delivery.
 The Item Information tab shows the PO details, including header comments and return status.
 The Destination Information tab shows the Ship To information.

Each delivery status is recorded with a date / time stamp.

The pencil indicates a signature was recorded at the delivery.

The paper indicates a pack slip was scanned when the shipment was received.

Status	Location	Date / Time	Signature	Pack Slip
Delivered	Morrill - 350	8/7/2014 8:20:46 AM	+	+
Out For Delivery	Morrill - 350	8/7/2014 7:33:48 AM	+	+
Staged	Morrill - 350	8/6/2014 12:27:57 PM	+	+
Received	Morrill - 350	8/6/2014 10:51:02 AM	+	+
Arrived		8/6/2014 9:12:38 AM	+	+



00609689287629 **Delivered** FEDEX GROUND

Current Location (ID): Morrill - 350 (514-695)
 Destination (ID): Morrill - 350 (514-695)
 Last Modified: 8/7/2014 8:20:46 AM

Click on the Status or the + / - to expand the status details.

Filter by Status: **Delivered** Morrill - 350 8/7/2014 8:20:46 AM

Last Modified: 8/7/2014 8:20:46 AM
 Status: Delivered
 Current Location (ID): 514-695
 Destination (ID): Morrill - 350 (514-695)
 Owner (ID): 0

Notes: **Signature** Snapshot

Name: kalli
 Comments:
 Reason Code:

The Notes tab on the delivered status will show who accepted the shipment. Click Signature to view the signature image.

Out For Delivery: Morrill - 350

Staged: Morrill - 350

Received: Morrill - 350


Arrived:

Notes: **Signature** Snapshot

b37023f3-223b-44f1-9c5d-66efcd974265



OSU SHIPMENT TRACKING SYSTEM JOB AID



Search | Request Forms ▾

Search for Tracking#, PO# or Stores Order#

No Snapshot Found

00609689287629 Delivered FEDEX GROUND

Current Location (ID): Morrill - 350 (514-695)
Destination (ID): Morrill - 350 (514-695)
Last Modified: 8/7/2014 8:20:46 AM

History Information | **Item Information** | Destination Information

Filter by Status ▾ Expand All

Delivered Morrill - 350 8/7/2014 8:20:46 AM

Out For Delivery Morrill - 350 8/7/2014 7:33:48 AM

Staged Morrill - 350 8/6/2014 12:27:57 PM

Received Morrill - 350

Last Modified 8/6/2014 10:51:02 AM
Status Received
Current Location (ID) REC381DOCK01
Destination (ID) Morrill - 350 (514-695)
Owner (ID) 0

Notes | Signature | Snapshot | **Attachments**

File Name	File Size	Last Write Time
~OTOH11001F.PDF	9592	8/6/2014 6:51:40 PM

Arrived

Packing Slip: P 45497-03

Ship To:
OSU STORES & RECEIVING
2650 KENNY ROAD
COLUMBUS, OH 43210

Customer Order # 043877100381 Our Number 5497 Shipped Via FEDEX Date Shipped 8/5/14

Qty Shipped 78 Description SCREEN PRINTED APPAREL FOR CREW

FINAL SHIPMENT FOR THIS ORDER

The Attachments tab on the received status will show the packing slip.
Click on the file name to open the .PDF document.



OSU SHIPMENT TRACKING SYSTEM JOB AID

To complete and submit a **Return Request**:

Search Request Forms

Search for Tracking#, PO# or Stores Order#

- PO Return Request Form
- Stores Return Form
- UPS & FedEx Pickup
- Recycled Toner
- Gas Cylinder Return Form

Click on the Request Forms link and select the appropriate return form.

Search Request Forms

Search for Tracking#, PO# or Stores Order#

PO Return Request Form

Online PO Return Form

Return Type
PO Return

PO NUMBER *
394616AA01

Contact Name *
Kalli Hendersen

Contact Email *
hendersen.14@osu.edu

Contact Phone *
292-2694

Pickup Location *
Morrill - 350

Vendor *
Barefoot Promotions

Stock Number *
45497

Return Quantity *
5

Item Description *
Apparel

Reason for Return *
Wrong item

Submit

Complete the form and click on the **Submit** button to send the request.
Fields marked with an asterisk are required.

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