**SRF OPERATIONS SHIPPING FORM**

***Section 1***

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| **SRF Shipping Form #** | <auto fill sequential number> |
| **Shipping Form Date** | <auto populated based on form creation> |
| **Shipping Requestor** | <auto populated based on login> |
| **Project** | <pull down list> |
| **Project Comment** | <text field> *Enter description when Project is “other”.* |
| **Shipping Description** | <text field> *Enter brief description of item(s) to be shipped.* |
| **JLab Shipping Authorization #** | <text field> *Enter Shipping Form number (Entry ID) or paste the URL. Enter “N/A” if there is no Shipping Form.* |
| **JLab Return to Vendor Form #** | <text field> *Enter RMA Form number (Entry ID) or paste the URL. Enter “N/A” if no RMA Form.* |
| **SRF NCR Seq #** | <text field> *Enter NCR Sequence number or paste the URL. Enter “N/A” if there is no NCR.* |

***Section 2***

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| **Item Name** | **Part/Drawing Number** | **Item Serial Number** |
| <text field> | <text field> | <text field> |
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***Section 3***

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| --- | --- |
| **Item Preparation Instructions** | <text field> *Enter preparation instructions such as vacuum, cleanliness, bagging, or covers/protectors. If available, paste a URL to a controlled procedure. Enter “N/A” if none.* |
| **Shipping/packaging Instructions** | <text field> *Enter shipping or packaging instructions such as shipping container, method to secure item into container, or tilt or shock indicators. If available, paste a URL to a controlled procedure. Enter “N/A” if none.* |
| **Other Instructions** | <text field> *Enter any other instructions such as pick-up location. Enter “N/A” if none.* |
| **Recipient name and phone number** | <text field> *Enter the recipients full name and phone number. Additional details are found in the Shipping or RMA form.* |

***Section 4***

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| **Email Notifications** |
| <Pull down list> |
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***Section 5***

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| **File Upload** |
| <file name?> |
|  |

***Section 6***

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| --- | --- |
| **Close Form** | <check box or button> *Close the form when the shipment has left JLab.* |
| **Close Date** | <auto populated when Close Form button/box is pressed.> |
| **Close Person** | <auto populated from login info when Close Form button/box is pressed.> |