AggieShip-Create All Other Shipments/International Shipping (Other than books/documents)

Department User

Need to ship commodity, other than documents or books, internationally

→ Complete shipping information via "Create Other" shipping module in AggieShip

→ Fill out "Shipping Information Form"

Receives customs documents, prints/signs three copies of customs form and one copy of airway bill. Attaches to package

→ Tenders package to carrier, https://supplychain.ucdavis.edu/shipping/aggieship/pkgtocarrier

AggieShip System

Logs shipment request as a "Manual" Shipment

AggieShip retains documentation for five years in conjunction with regulations

Mail Services

"Shipping Information Form" generates a ServiceNow ticket

→ Reviews shipment details in AggieShip and on "Shipping Information Form"

→ Runs Restricted Party Screening within AggieShip

→ Emails ORRCI copy of Restricted Party Screening and Shipping Information Form, Copies the customer

Receives license determination

→ Completes shipment in AggieShip, emails shipping documents to customer

Research Compliance & Integrity

Reviews the RPS results and commodity details to determine whether an export license is required

→ Is an export license required?

→ Shipment on hold while RCI works with department to obtain export license