



## Service Request Form Home Page

The screenshot shows the Service Request Form Home Page with the following callouts:

- 1. Home Tab:** Points to the 'Service Request Forms' tab in the navigation bar.
- 2. Service Request Types:** Points to the dropdown menu containing 'U.S. Postal Service', 'IMpb', 'FedEx/UPS/DHL, Freight', 'Campus Pickup', and 'Mail Services Use Only'.
- 3. Search Options:** Points to the search bar.
- 4. Help:** Points to the 'Help' link in the navigation bar.
- 5. User Name:** Points to the user name 'Sparty' in the top right corner.
- 6. Service Request Types:** Points to the four main service request form tiles: 'US POSTAL SERVICE', 'INTELLIGENT MAIL PACKAGE BARCODE (IMpb)', 'FedEx/UPS/DHL', and 'CAMPUS PICKUP'.
- 7. Links to Additional Forms (Use When Necessary):** Points to the 'INTERNATIONAL MAILINGS: USPS CUSTOMS FORMS TUTORIAL' and 'HAZARDOUS MATERIALS WORKSHEET' links.

Service Request Forms are required for campus pickup of parcels or mail and act as departmental authorization for Logistics to ship materials.

1. Click on the appropriate Service Request Form tile below.
2. Complete, print, and attach a copy with your parcel or mail being picked up.

<p><b>US POSTAL SERVICE</b></p> <ul style="list-style-type: none"> <li>FIRST CLASS</li> <li>PRIORITY</li> <li>EXPRESS MAIL</li> <li>MEDIA/LIBRARY</li> <li>INTERNATIONAL FIRST CLASS</li> <li>INTERNATIONAL PRIORITY</li> <li>INTERNATIONAL EXPRESS</li> </ul>	<p><b>INTELLIGENT MAIL PACKAGE BARCODE (IMpb)</b></p> <p>DISCOUNTED USPS PRIORITY MAIL + TRACKING</p>	<p><b>FedEx/UPS/DHL</b></p> <p>PARCEL + FREIGHT SHIPPING SERVICES</p>	<p><b>CAMPUS PICKUP</b></p> <p>MSU BUILDING-TO-BUILDING PICKUP + DELIVERY</p> <p>NOT REQUIRED FOR CAMPUS MAIL</p>
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**ADDITIONAL FORMS ARE REQUIRED FOR SOME SHIPMENTS**  
Print and attach with Service Request Form, as necessary.

**INTERNATIONAL MAILINGS: USPS CUSTOMS FORMS TUTORIAL**  
For international mailings, including mail in padded envelopes, or weighing 16 oz. or more

**HAZARDOUS MATERIALS WORKSHEET:**  
Required per HazMat regulations

**INTERNATIONAL SHIPPING FORM:**  
FedEx/UPS/DHL

<b>1. Home Tab</b>	Current tab referenced with this tutorial
<b>2. Service Request Types</b>	Select the appropriate Service Request Form from the drop down (or click on the green tile). The four types of Services Request Forms include: <ul style="list-style-type: none"> <li>• U.S. Postal Service</li> <li>• Intelligent Mail Package Barcode (IMpb)</li> <li>• FedEx/UPS/DHL, Freight</li> <li>• Campus Pickup</li> </ul>
<b>3. Search Options</b>	Search Service Request Forms by: <ul style="list-style-type: none"> <li>• Account Number</li> <li>• Service Request Form Number</li> <li>• MSU NetID</li> <li>• Date (defaults to 30 days, but is customizable)</li> </ul>
<b>4. Help</b>	Links to contact information, technical requirements, and tutorials
<b>5. User Name</b>	Displays the user name
<b>6. Service Request Types</b>	Click to access the appropriate Service Request Form (also accessible through dropdown)
<b>6. Additional Forms</b>	International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form