

## Checklist for All Outbound Shipments

**Ticket Number:** \_\_\_\_\_

### Inventory - System - Transactions

#### Asseted hardware

- Shipping task is created
- Description & quantity verified by*  
\_\_\_\_\_

#### Accessories

- Accessories transferred to warehouse
- Description and quantity verified by*  
\_\_\_\_\_

### Packaging Process

- Pack the devices AND inspect outer packaging for labels
  - International Shipment* - If over 150 lb, palletize boxes on a **Heat Treated** (HT). Ensure the HT stamp is visible.
  - Domestic Shipment* - If over 150 lb, palletize boxes on a **Standard** pallet
  - Inspect packaging and items that may require a Dangerous Goods (DG) **Lithium Ion Battery or a Lithium Metal Battery** label and/or acceptance letter. A list of the items is provided below:
    - Laptops       Desktops \*       Portable battery packs       Vascos       Add new asset
  - International Shipment* - For used hardware containing battery
  - Provide the logistics information through ticket
- \* **Please note:** Multiple devices shipped as one shipment may require DG sticker and acceptance letter.

### Shipping Process *(obtain the required documents from Logistics for the selected shipping method)*

#### **Domestic Shipping** requires these:

- Packing List** (PL)
- Commercial Invoice** (CI) - Confirm devices' description and quantities on CI match devices in box
  - Verified by* \_\_\_\_\_
- Battery letter** (DG letter) - For hardware identified as a Dangerous Good
- Shipping label**

#### **International Shipping** require these:

- Packing List** (PL)
- Commercial Invoice** (CI) - Confirm devices' description and quantities on CI matches devices in box **AND** booking # matches CI (ensure correct tracking # is assigned to box)
  - Verified by* \_\_\_\_\_
- Battery letter** (DG letter) - For hardware identified as a Dangerous Good
- Bill Of Lading** (BOL) or **Shipper's Letter of Instructions**

### Ready to Ship / Not Ship

- Package ready for shipping. All required documents + labels complete and affixed.
  - Incomplete (documents or labels). Package to be placed on HOLD.
- Audited by* \_\_\_\_\_