

How to use the SHIPPING-1 form

Click on the [Shipping-1 form link](#).

The SHIPPING-1 form will open up. It is also known as the CCSD Warehouse Transfer or Pickup form.

Fill out the form with all the information for pickup or transfer of the items. The fields with an asterisk (*) are required.

The screenshot shows the 'CCSD Warehouse Transfer or Pickup' form. At the top, there are buttons: Submit, Hold, Cancel, Delete, Print, Attachment, and View Request. The form is divided into several sections. Callout 1 points to the 'CCSD E-mail id:*' field, which contains 'SMITH@NV.CCSD.NET'. Callout 2 points to the 'Type:*' dropdown menu, which is set to 'Transfer'. Callout 3 points to the 'Estimated Pickup Date:*' field, which shows '05/26/2022' and a calendar icon. Callout 4 points to the 'From:' and 'To:' sections. The 'From:' section includes 'School / Department:*' (0402), 'Contact:*' (Smith), and 'Phone:*' ((702) 799-3460). The 'To:' section includes 'School / Department:*' (0074), 'Contact:*' (Rob), and 'Phone:*' ((702) 799-5225). A note on the right states: 'Your pickup date will be scheduled as close as possible to your standard route pickup date. If an earlier pickup date is needed, please call the Warehouse at 702-799-5225 ext. 5585.'

1. Type **your CCSD email** in the CCSD E-mail id field. This allows warehouse personnel a way to contact you if there is an issue.
2. Select Pickup or Transfer. Note: Additional information is required for Pickup requests.
3. After you submit your request, you may get the message, "Pickup Date is a black-out date." Use the calendar to select a new date.

This close-up shows the 'Estimated Pickup Date:*' field. It contains a text box and a calendar icon, which is highlighted by a red rectangular box.

4. Fill in From: information: your School/Department location number, contact name, and phone number. Fill in To: information. For a Pickup request, the warehouse information will be filled in automatically. If you do not know the location number, click the search icon to bring up a window to find the location.

This close-up shows the 'School / Department:*' field. It contains a text box and a search icon (a magnifying glass), which is highlighted by a red rectangular box.

5. Warehouse Pickup Type: is only displayed if you selected Type: Pickup. Select from the menu. If you select Return for Credit, fill in the Cost Center. If you select Other, fill in a description of the pickup type.

This screenshot shows the 'Warehouse Pickup Type:*' dropdown menu. Callout 5 points to the dropdown arrow. The menu is open, showing a list of options: Archive - Central, BER Equipment / Furniture, Safety / Hazard Issues, Student Records, Excess / Extra, Obsolete, Recycling, Return for Credit, and Other. At the bottom of the menu, there are 'Add Line' and 'Delete Line' buttons.

- Fill in the details for the items to be moved: Quantity, Unit of Measure (UOM), and Note. Click the UOM field and select Box, Each, or Pallet. Fill in the Note to describe the item(s). For equipment, include the make, model number and description. For equipment where the school or department has more than one, such as copiers, the serial number is required.

	Quantity *	UOM *	Note
6	1.000	Each	Kyocera KM-4035 AJL3036988 Copy Machin
	1.000	Each	Clarke Alto C2K-180 Floor Scrubber

Another example:

Quantity *	UOM *	Note
8.000	Each	Art Display Panels

Add Line Delete Line

Total Quantity: 8.000 7 Special Request:

8 Special Instructions: Please pick up the display panels on 5/26. They will be near the front office. Thank you.

Location Pickup:

- Click Special Request to provide handling information.

Total Quantity: 0.000 Special Request:

Special Instructions: Please pick up the display panels on 5/26. They will

Location Pickup:

Can be lifted by hand
Pallet Jack
Hand truck

- Please fill in Special Instructions and/or Location Pickup with any information that will make it easier to pick up the item(s).
- Before you submit the request, print a copy of the form or save it as a pdf.** The form will disappear when you click . You can always view a copy of your request by filling in the CCSD E-mail id, clicking , and then selecting your request from the list.

CCSD Warehouse Transfer or Pickup

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CCSD E-mail id:* SMITH @NV.CCSD.NET SMITH

10. To view just those requests you placed on Hold, change the Request Status to Held.

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Requests ☐ ×

Request Status:

ALL ▾

Pickup #	Department From	School / Department To	Status
0000006	SUPPLY WAREHOUSE	Reed, Doris M. ES	COMPLETED
0000006	M. ES	GENERAL SUPPLY WAREHOUSE	COMPLETED
0000006	Lyal MS	GENERAL SUPPLY WAREHOUSE	COMPLETED
0000006873	Guy, Addelliar ES	GENERAL SUPPLY WAREHOUSE	COMPLETED

Please see ***District Office Moves Utilizing Purchasing Warehouse Team*** on the Purchasing & Warehousing website, <http://ccsd.net/departments/purchasing-warehousing>, for information about moves.

Purchasing and Warehousing

Information

Questions regarding this website to: solacme@nv.ccsd.net

****NEW** 2026 Shredding Schedule**

Non-Standard/Non-Supported Request Form

District Office Moves Utilizing Purchasing/Warehouse Team