**General Guide for shipping project related materials to GenScript USA**

**Material Shipping Form GenScript USA**

**(Use this form when you ship order related materials to GenScript)**

|  |  |  |
| --- | --- | --- |
|  |  | * Please fill in this table, print and attach a copy with your package to GenScript.
* To facilitate receiving of material, you may also email a copy of the table to your technical account manager when you make the shipment.
* Columns marked with “\*”are required info.
* Attention, if this form is missing from your package or improperly filled, your order may be delayed due to failure in receiving the material on time.
 |
|  | **Order/ quotation number\*** | **Project type:** | **Project Name (\* for FTE projects)** | **GenScript contact** | **Shipping Item Name\*** | **Category** | **Size\*** | **Quantity\*** | **Shipping condition\*** | **Storage condition\*** | **Notes** | **Sender's email** |
| Example | **Order 268329** | Fee for Service (FFS) |  | Dina Ma | **CG Suspension** | Cell line | **1ml** | **2** | **Dry ice** | **Liquid nitrogen** |   | abc@def.edu |
| Example | **Order 270213** | Fee for Service (FFS) |  | Maggie Li | **pTest-GST** | Baculovirus | **3ml** | **1** | **4 degree** | **Fridge** | DO NOT freeze! | abc@def.org |
| Example | **Quote 1086102** | Fee for Service (FFS) |  | Jack Wu | **pcDNA3.1+** | Plasmid DNA | **10ul** | **1** | **RT** | **-20 degree** | 100ng/ul | abc@def.com |
| Example |  | Full time equivalent (FTE) | P53 mutation project | Kathy Ling | **P53-truncated** | Protein | **1.5ml** | **2** | **Dry ice** | **-80 degree** | 1mg/ml | abc@ghi.com |
|   |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:** This form is for in time properly receiving and storage of your package at GenScript only. Please note that the person who receives and processes your package in GenScript is not your account manager. Except for shipping/storage instruction info listed in the table,other project related document (including PO), information, should be communicated with your technical account manager. E.g., forms like “Raw Material\_Submission\_Form”, “Hybridoma\_Cell\_Line\_or\_Antibody\_Information\_Form”, etc, should be emailed to your technical account manager.