

Picking Up a Package

UCSB Physics Department · Purchasing Cheat Sheet

1 Delivered doesn't mean ready for pickup

- Packages are delivered to the Physics Purchasing Office
- Each one must be processed and entered into the system first
- Once it's ready, we'll send you a notification — please wait until then



Was it ordered on Gateway?

2 Your notification — two paths

Gateway Order

- Package is from an order placed on Gateway
- You'll receive a Gateway notification
- Sign the pack slip at pickup

Not a Gateway Order

- Personal shipment, collaborator sample, etc.
- You'll receive an email notification
- No pack slip to sign at pickup

— both paths continue below —



Pick up at 1311 Broida Hall

Hours: 9a–12p and 1p–4p

QUICK CHECK

At the pickup shelf

- ✓ Package found under the lab PI's name, faculty, staff, or group
- ✓ Pack slip signed and left in the pack slip stack (Gateway orders only)
- ✓ Any note left on the package addressed, when applicable