

# Warehouse Receiving Process Flow Chart

## University Support Services

**Delivery to Warehouse by Carrier**  
UPS - 10:00am  
FedEx Express - by 12:00pm  
FedEx Ground - after 1:30pm  
(times are approximate and may vary, especially during peak shipping seasons)



**Warehouse employees sign for items with the carrier and scan items into the warehouse.**



**Scanning the item into our system generates an automatic e-mail to the staff member, faculty, or student who ordered the package**



**Automatic E-Mail:**  
Your package has been received by CSU Shipping and Receiving at the Warehouse. If you would like to pick up your package, please come by our office during business hours (M-F 7:00 AM - 5:00 PM). If you would like your package delivered, please respond to this email with a 4-hour window of your availability to receive your package and the name and number of the recipient, if different from your own.



Recipient responds with the location and time.  
The package is delivered

Package is too large. Recipient places an eQuest for delivery by moving and setup staff

Recipient visits the warehouse for package pick up