



UPS ShipExec Access Request Form

Complete the form below for the UPS ShipExec User Profile

Required fields containing the Red *

First Name:*	
Last Name:*	
Email:*	
Address:*	
Address 2:* "Bldg/Room	
City:*	
State:*	
Zip:*	

Important! You are responsible for every package that you ship. Remember:

- Before you ship a package, be sure that you know what is in it.
- Errors in shipping or labeling Dry Ice or Hazardous Materials will lead to disciplinary actions (up to and including termination), as well as potential sanctions against the whole university
- Do not give out the OSU UPS Account Number to external entities.

Manager Approval Required

Requester Signature

Date

Department Manager – Print

Signature

Date

Manager Phone

Manager Email

Email completed form to osums@osu.edu.