The Ohio State University Office of Business and Finance

OSU SHIPMENT TRACKING SYSTEM JOB AID

OSU Central Receiving now offers a solution to track the status of central campus delivery for shipments received at 2650 Kenny Road.

This job aid explains the features of the Shipment Tracking System. For additional support, refer to the OSU Shipment Tracking FAQs or contact OSU Central Receiving customer service at (614) 292-2694 or osums@osu.edu.

OSU Shipment Tracking System web site: osucentralreceiving.osu.edu

Login: OSU Username (name.#) and OSU Account Password

To Search for a shipment:

[Image of the OSU Shipment Tracking System web site and login instructions]

Click here to search by:
1) FedEx, UPS or USPS tracking number
2) OSU Purchase Order number (PO)
3) OSU Stores Requisition number (MSR)

[Image of the search results page]

Click on the tracking number to select the item.
The History Information tab shows the details of the delivery. The Item Information tab shows the PO details, including header comments and return status. The Destination Information tab shows the Ship To information.

Each delivery status is recorded with a date/time stamp.

The pencil indicates a signature was recorded at the delivery.

The paper indicates a pack slip was scanned when the shipment was received.

Click on the Status or the +/− to expand the status details.

The Notes tab on the delivered status will show who accepted the shipment. Click Signature to view the signature image.
The Attachments tab on the received status will show the packing slip. Click on the file name to open the .PDF document.
To complete and submit a **Return Request**: 

Click on the Request Forms link and select the appropriate return form.

Complete the form and click on the **Submit** button to send the request. Fields marked with an asterisk are required.

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