

## **FedEx Shipping Label Request**

To request a FedEx shipping label on a CNSI account, complete the shipping memo in DocuSign.

1. Click on the [FedEx Form](#)
2. Enter your name and email in the "Requestor" section.
3. Select "Begin Signing"
4. The form will be automatically sent to the Purchasing Coordinator, who will create the label and provide it through Gateway.

**Please Note:**

The request will still go through an approval process. Depending on your PI, your label will not be created until the approval workflow process has been completed.

Best,  
Jewels

**Jewellisa Bolden**  
Purchasing Coordinator

**California NanoSystems Institute**  
3448 Elings Hall, UC Santa Barbara  
Santa Barbara, CA 93106-6501  
Cell: 805-636-6754