

Runners Online Order

<https://www.runnersinc.net/clientportal>

User Name: tammy

Password: 901Commerce*

Click on “New Order”

New Order

Import Orders from Excel

Standard Mode

Express Mode

Sender Information

Your Name*

TAMMY HENNIG

Email

beck@wrlc.org

Phone

410-739-5760

Instructions

Department

Select...

X Clear

Pick Up & Delivery

Pick Up Information

Company*

WRLC: 901 COMMERCE DR

Contact

WRLC

Street

TAMMY HENNIG

Street2

901 COMMERCE DR

City*

UPPER MARLBORO

State*

MD

ZIP Code*

20774

Phone

301-390-2000

Email

Instructions

Make Default

Save Address

Delivery Information

X Clear Switch

Address Book

Company*

Contact

Street

Street2

City*

State*

ZIP Code*

Phone

Email

Instructions

Make Default

Save Address

Company* (on the RIGHT):

Type a for American University Archives

Type ge for George Washington, Gelman Library, Special Coll. & Global Resources Center

Type ge for Georgetown University Bioethics Research Library

Type ge for Georgetown University Special Collections

Type georget for Georgetown University, Woodstock Theological Library

Shipment Information			
RefNo	<input type="text"/>		Weight <input type="text" value="0"/>
RefNo2	<input type="text"/>		Declared Value(\$) <input type="text" value="0"/>
RefNo3	<input type="text"/>		
RefNo4	<input type="text"/>		
Service Type *	05 ECON		
Vehicle Type *	Van		
Delivery Type	<input checked="" type="radio"/> One Way Trip <input type="radio"/> Round Trip		
Pick Up Target From *	<input type="text" value="03/28/2018 08:30 AM"/>		
Pick Up Target To *	<input type="text" value="03/28/2018 08:30 AM"/>		
Delivery Target From *	<input type="text" value="03/28/2018 12:30 PM"/>		
Delivery Target To *	<input type="text" value="03/28/2018 12:30 PM"/>		
		Add a number of predefined package types	
		<input type="button" value="Add / Edit Packages"/>	<input type="text" value="25"/> Locked & Attached
Auto Notification Email			
Sender	<input type="text" value="beck@wrlic.org"/>		<input type="text"/>
Pick Up	<input type="text"/>	<input type="text" value="On Submittal"/>	
Recipient	<input type="text"/>	<input type="text" value="In Route To PU"/>	
		<input type="text" value="On Pickup"/>	
		<input type="text" value="In Route To Del"/>	
		<input type="text" value="On POD"/>	

Service Type*: 05 ECON

Vehicle Type*: Van

Delivery Type: One-way trip or Round Trip

Pick Up Target From*: it will always show the next day*

Pick Up Target To*: it will always show the next day*

Delivery Target From*: it will always show the next day*

Delivery Target to*: it will always show the next day*

*Please make sure that the next day is the correct date of when we will be open.

Ex. WRLC is closed on Saturdays, enter the date for the following Monday.

Add/Edit Packages

Add the amount of boxes according to their sizes

Add / Edit Packages

Total Added: 0

Close

BANKER BOX [0]

Count

Set

Set & Close

Box [0]

Count

20

Set

Set & Close

CLAM SHELL BX [0]

Count

5

Set

Set & Close

PIECES [0]

Skid [0]

Auto Notification Email

Sender: beck@wrlc.org

- On Submittal
- On Pickup
- On POD

For American University Archives, two contacts:

Sender: beck@wrlc.org

- On Submittal
- On Pickup
- On POD

Recipient: Inellis@american.edu

- On Submittal
- On Pickup
- On POD

Continue

Submit Order

Print Labels

Revision #3

Created 7 March 2024 17:54:04 by Tammy Hennig

Updated 20 March 2024 16:00:58 by Tammy Hennig