

# 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"/>		
Pick Up	<input type="text"/>	<div>On Submittal</div>	
Recipient	<input type="text"/>	<div>In Route To PU</div>	
		<div>On Pickup</div>	
		<div>In Route To Del</div>	
		<div>On POD</div>	

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

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Revision #3

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

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