

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* Email

Phone Instructions

Department [X Clear](#)

Pick Up & Delivery

Pick Up Information	Delivery Information
<p>Company* <input type="text" value="WRLC: 901 COMMERCE DR"/></p> <p>Contact <input type="text" value="WRLC"/></p> <p>Street <input type="text" value="TAMMY HENNIG"/></p> <p>Street2 <input type="text" value="901 COMMERCE DR"/></p> <p>City* <input type="text" value="UPPER MARLBORO"/></p> <p>State* <input type="text" value="MD"/></p> <p>ZIP Code* <input type="text" value="20774"/></p> <p>Phone <input type="text" value="301-390-2000"/></p> <p>Email <input type="text"/></p> <p>Instructions <input type="text"/></p> <p>Make Default <input type="checkbox"/> Save Address <input type="checkbox"/></p>	<p>Address Book</p> <p>Company* <input type="text"/></p> <p>Contact <input type="text"/></p> <p>Street <input type="text"/></p> <p>Street2 <input type="text"/></p> <p>City* <input type="text"/></p> <p>State* <input type="text"/></p> <p>ZIP Code* <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>Instructions <input type="text"/></p> <p>Make Default <input type="checkbox"/> Save Address <input type="checkbox"/></p>

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

The screenshot shows a 'Shipment Information' form with the following fields and values:

- RefNo: [Empty]
- RefNo2: [Empty]
- RefNo3: [Empty]
- RefNo4: [Empty]
- Service Type*: 05 ECON
- Vehicle Type*: Van
- Delivery Type: One Way Trip (selected), Round Trip
- Pick Up Target From*: 03/28/2018 08:30 AM
- Pick Up Target To*: 03/28/2018 08:30 AM
- Delivery Target From*: 03/28/2018 12:30 PM
- Delivery Target To*: 03/28/2018 12:30 PM
- Weight: 0
- Declared Value(\$): 0
- Add a number of predefined package types: 25
- Locked & Attached: [Checked]
- Sender: beck@wrlc.org
- Pick Up: [Empty]
- Recipient: [Empty]
- Auto Notification Email dropdown: On Submittal, In Route To PU, On Pickup, In Route To Del, 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

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