Overview: This job aid details the navigation and functions of the Service Request Form Home Page.

1. Home Tab
   - Current tab referenced with this tutorial

2. Service Request Types
   - Select the appropriate Service Request Form from the drop down (or click on the green tile). The four types of Service Request Forms include:
     - U.S. Postal Service
     - Intelligent Mail Package Barcode (IMpb)
     - FedEx/UPS/DHL, Freight
     - Campus Pickup

3. Search Options

4. Help

5. User Name
   - Sparty

6. Additional Forms
   - International Shipping Form: FedEx/UPS/DHL
   - International Mailing: US Post Customs Forms Tutorial
   - Hazardous Materials Worksheet: Required per HazMat regulations
   - MSU Building-to-Building Pickup + Delivery

If you have any questions, please contact the Logistics Department at 884-6203.
3. **Search Options**

Search Service Request Forms by:
- Account Number
- Service Request Form Number
- MSU NetID
- Date (defaults to 30 days, but is customizable)

4. **Help**

Links to contact information, technical requirements, and tutorials

5. **User Name**

Displays the user name

6. **Additional Forms**

International mailings, exports, and hazardous materials require additional forms be completed and attached to the shipment, along with the Service Request Form.

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