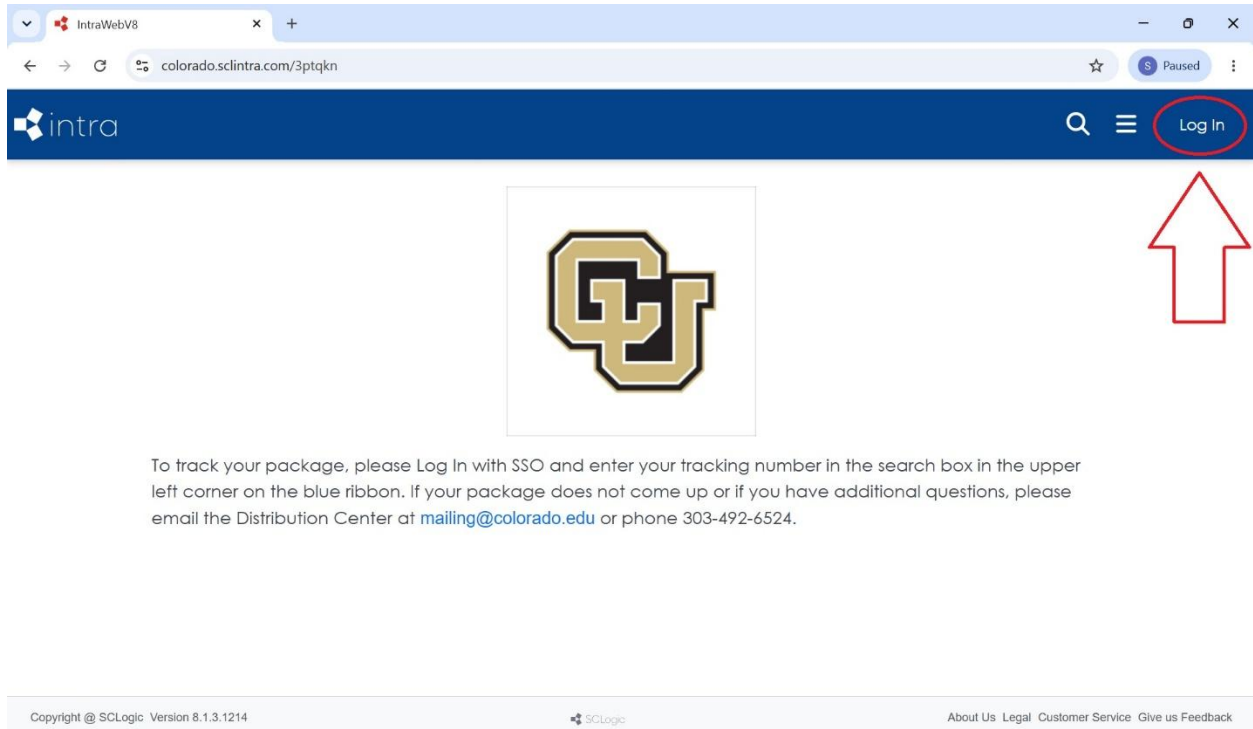
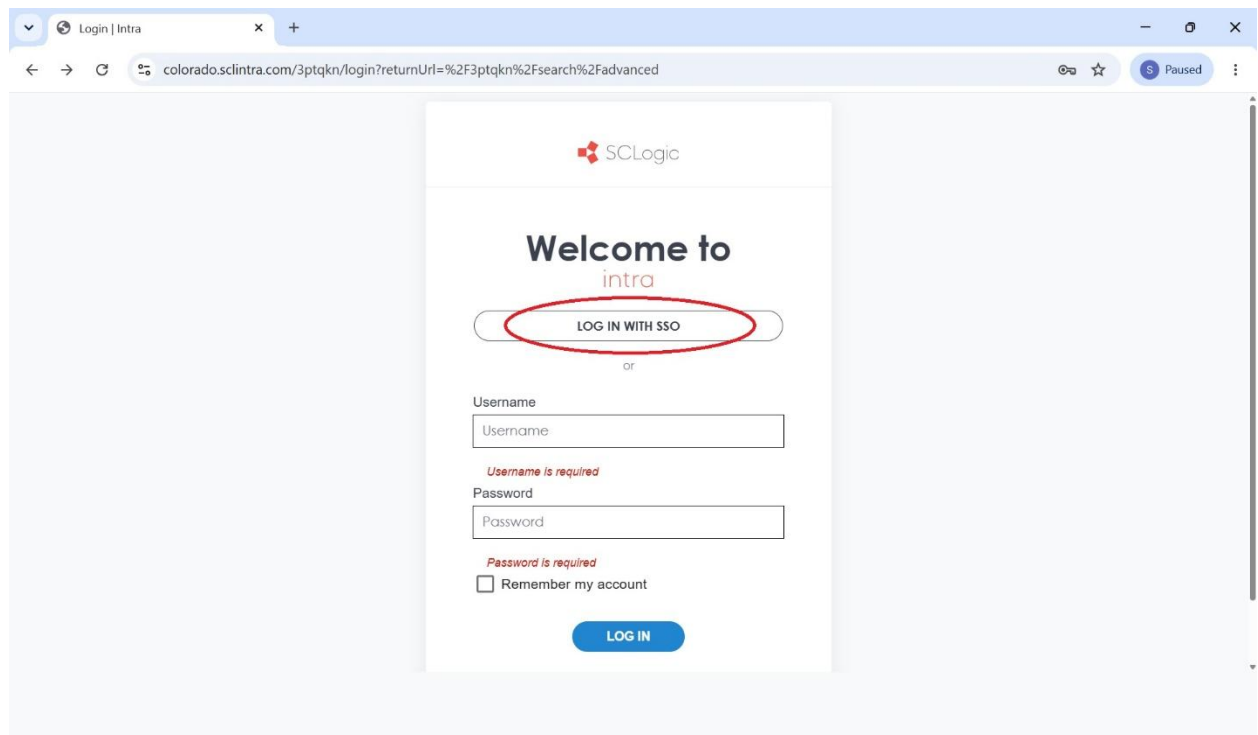


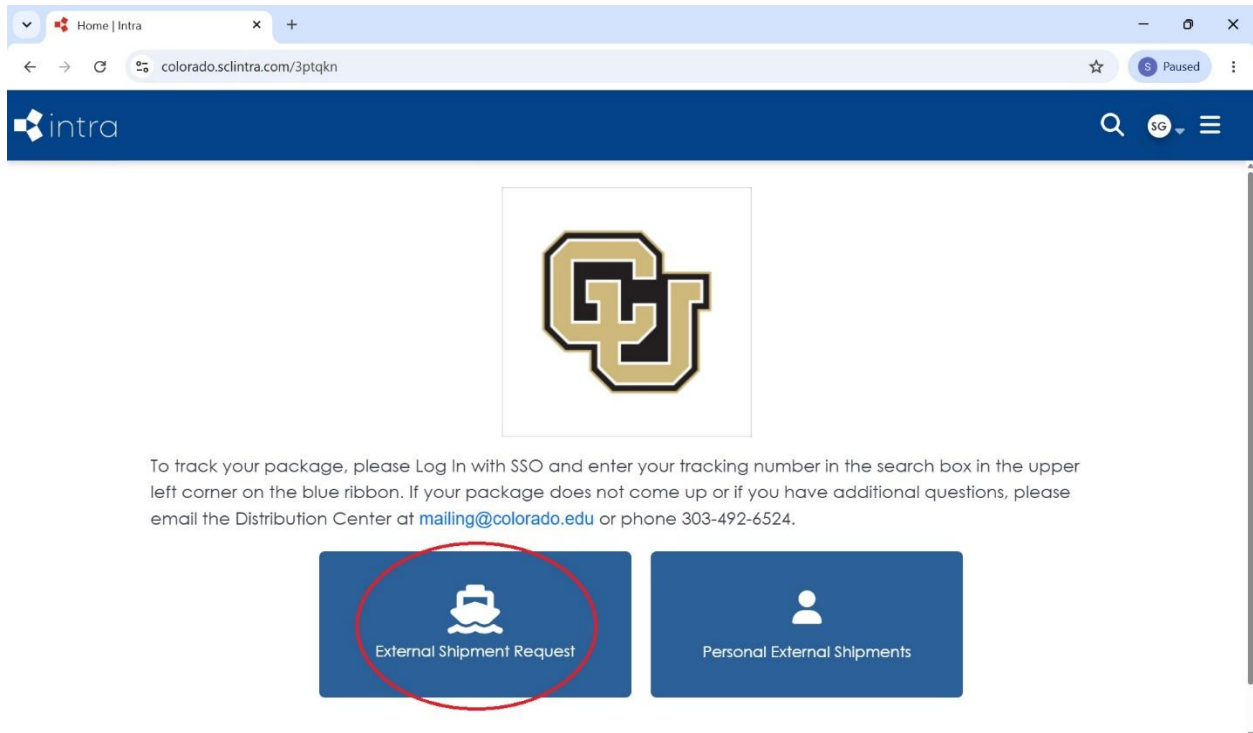
1. Go to <https://colorado.sclintracom/3ptqkn>
2. Click on the Log In button



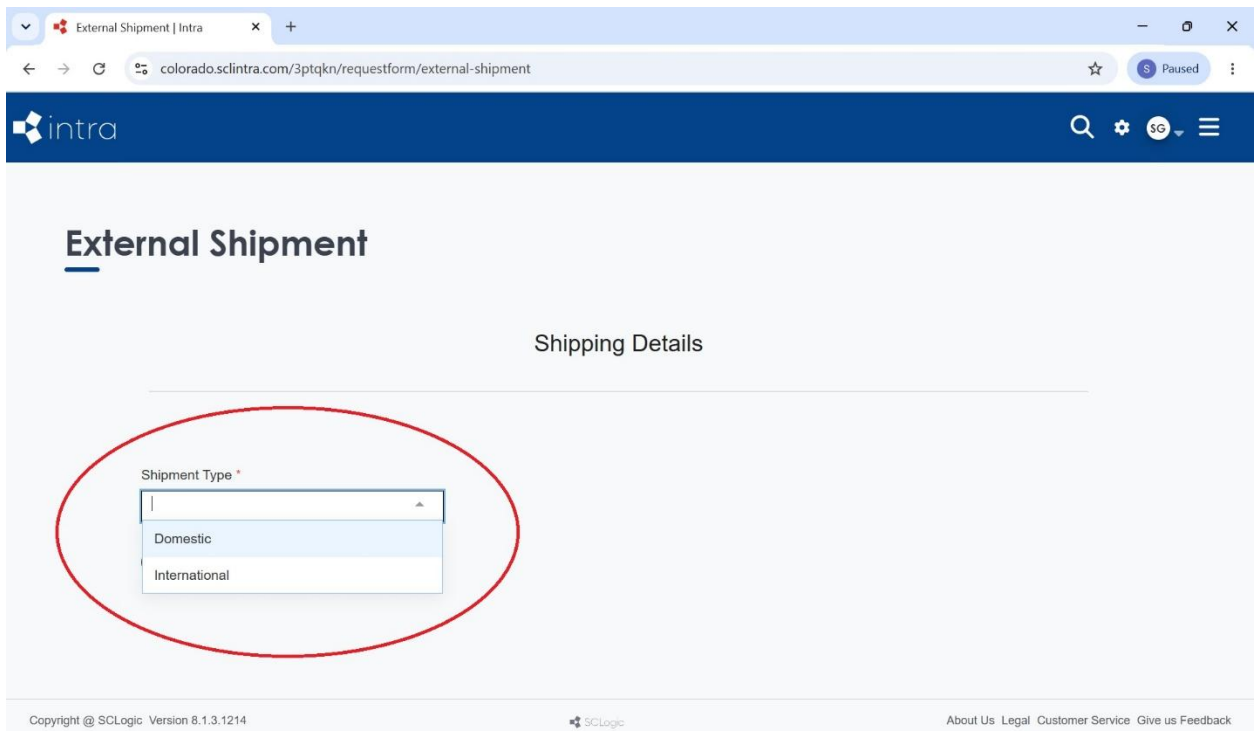
3. Sign in with SSO using your CU credentials.



4. Once you are logged in, Select the External Shipment Request button.



5. Choose your Shipment Type (Domestic or International) from the drop-down menu.



6. If your Domestic Shipment has Hazardous Materials (HazMat), then check the box for Haz Mat. Please fill out the required fields and upload the necessary documents. This feature requires training from Environmental Health & Safety (EH&S). If you have not taken the correct training, then please email ehs@colorado.edu for more information.

The screenshot shows a web browser window with the URL `colorado.sclntra.com/3ptqkn/requestform/external-shipment`. The page is titled "External Shipment | Intra". The form includes a "Shipment Type" dropdown menu with "Domestic" selected. Below this, there is a checkbox labeled "Hazmat" which is checked and circled in red. To the right of the checkbox are two input fields: "UN/NA Number" and "Hazard Class/Division". Below these fields, a message states: "If Hazmat training has not been completed, you cannot proceed. Contact EH&S for Training." There is a checkbox for "I confirm that the required Hazmat training has been completed." Below this is a section for "Safety Data Sheet" with a large upload area containing a blue upload icon and the text "DROP FILES HERE OR CLICK TO UPLOAD". At the bottom, there is a checkbox for "I confirm that the required Safety Data Sheet has been attached to this request."

7. If your International Shipment has Hazardous Materials (HazMat), then check the box for Haz Mat. Please fill out the required fields and upload the necessary documents. This feature requires training from Environmental Health & Safety (EH&S). If you have not taken the correct training, then please email ehs@colorado.edu for more information.

External Shipment | Intra

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Shipment Type *

International

☒ Hazmat

UN/NA Number *

Hazard Class/Division *

If Hazmat training has not been completed, you cannot proceed. Contact EH&S for Training.

☐ I confirm that the required Hazmat training has been completed.

Safety Data Sheet *



DROP FILES HERE OR CLICK TO UPLOAD

☐ I confirm that the required Safety Data Sheet has been attached to this request.

8. For all domestic requests, please fill out the required fields. In the Contact email field, please enter your CU email address. If data is already in the field, then delete and replace with your email. For the Package Type field, if your mailing consists of multiple Letters/Flats, then please input one name and address in the Ship To fields. Your mailing will be processed as a bulk task as needed. When finished, click on the Submit Button.

External Shipment | Intra

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Shipment Type *

Domestic

☐ Hazmat

Submitted By *

On Behalf Of *

Department *

Cost Center (Speedtype) *

Building *

Room Number *

Contact Email *

Contact Phone *

Description

External Shipment | Intra x +

colorado.sclintra.com/3ptqkn/requestform/external-shipment

intra

Parcel To Be * Service Type * Package Type *

Number of Items * Declared Value *

1 1

Ship To Name *

Ship To Street 1 * Ship To Street 2

Ship To City/Locality * Ship To State/Province/Region *

Ship To Postal Code * Ship To Country *

United States

Ship To Phone * Ship To Email *

RESET SUBMIT

9. Once you press the Submit Button, a new tab will appear with your request information. Download and Print this form. This form is required to be attached to your physical shipment. The Request # will enable tracking and status updates for your shipment.



External Shipment Request

Request #: PK10035

Contact Information

Submitted By:	Turnquist, Josh
Department:	Dist Svcs
Email:	joshua.turnquist@colorado.edu

On Behalf Of:	Josh Turnquist
Cost Center:	11020595
Phone:	3034922443

Additional Details

Parcels to Be:	Picked Up By Mail Services
Value:	1
Shipment Type:	Domestic
Description:	flubber

Service Level:	Standard
Hazmat:	False

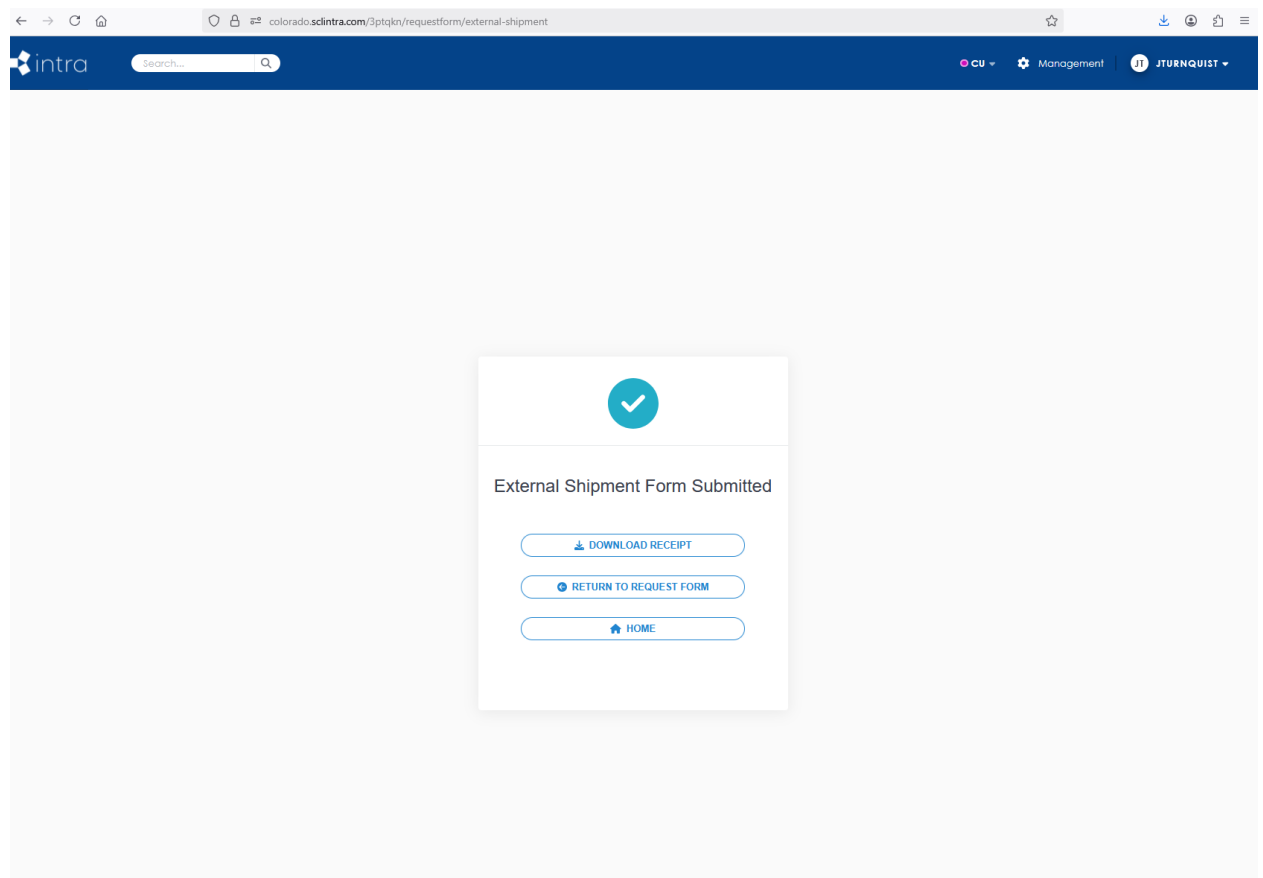
Ship To

Name:	Homer Simpson
Street 2:	
State/Region:	Missouri
Country:	United States
Email:	joshua.turnquist@colorado.edu

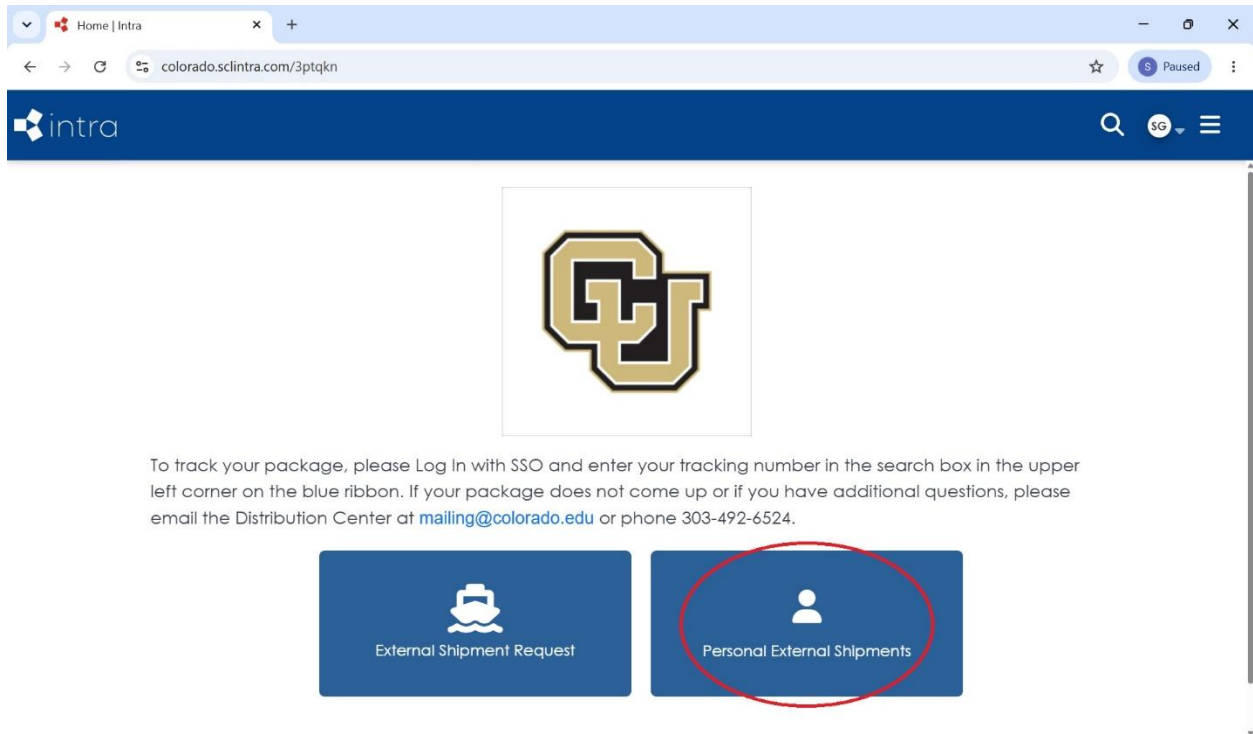
Street 1:	742 Evergreen Terrace
City/Locality:	Springfield
Postal Code:	12345
Phone:	3035555555
Bulk Addresses:	false

10. Close the tab and you will see the screen below. If you did not download your receipt in the previous step, then you are given the opportunity to do so on the page.

Click Home to return to the main screen.



11. Once you are on the home screen, you are able to track the status of your request. Select the Personal External Shipments button. Use the Request # listed on your Form Submission Receipt (underneath the barcode) to bring up your request.



12. For international Shipments after the HazMat box has been checked (yes or no), fill out the required fields. By filling out this form, you are attesting to the validity of the information provided. All international shipments are reviewed by either Distribution Services or the Office of Research Security and Export Controls (ORSEC) as guided by CU's International Shipping and Hand Carry Policy <https://www.colorado.edu/compliance/policies/international-shipping-and-hand-carry>

External Shipment | Intra x +

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Shipping Details

Shipment Type *
International x ▾

☐ Hazmat

Submitted By *
x ▾ Q

On Behalf Of *
x ▾

Department *
x ▾

Cost Center (Speedtype) *
x ▾

Building *
x ▾

Room Number *
x ▾

Contact Email *
x ▾

Contact Phone *
x ▾

External Shipment | Intra x +

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Triage Pre-Screening *
x ▾

Ship To Name *
x ▾

Ship To Street 1 *
x ▾

Ship To Street 2
x ▾

Ship to City/Locality *
x ▾

Ship To State/Province/Region (If Known)
x ▾

Ship To Postal Code *
x ▾

Ship To Country *
x ▾

Ship To Phone *
x ▾

Ship To Email *
x ▾

Country of Manufacture *
x ▾

13. For international shipments, you need to choose a category of item called Triage Pre-Screening. This helps determine the level of review.

External Shipment | Intra

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Parcel To Be * Service Type * Package Type *

Number of Items * Declared Value *

1 1

☐ Shipping to Multiple International Addresses ☐ Perishable

Triage Pre-Screening *

Item(s) are ONLY printed matter and DO NOT contain any CU proprietary research, proprietary data, unpublished information/manuscripts, and/or classified

Item(s) are ONLY printed matter and ONLY contain inter-library loan books

Item(s) are CU promotional materials, and ONLY contain CU-branded gifts and/or printed matter, where the combined value of all the items is less than \$2,000

None of the above

Ship to City/Locality * Ship To State/Province/Region (If Known)

Ship To Postal Code * Ship To Country *

14. For International Shipments, the Purpose and Contents Description for the shipment are required. Please be as detailed as possible. If you have any supporting documentation (licenses, bills of lading, packing lists, etc.), then please upload them here.

External Shipment | Intra

colorado.scl intra.com/3ptqkn/requestform/external-shipment

intra

Purpose *

Contents Description *

Please upload any supplemental documents if available

Supplemental Documents

DROP FILES HERE OR CLICK TO UPLOAD

RESET SUBMIT

15. When all of the required information has been entered, then press the Submit button. Once you press the Submit Button, a new tab will appear with your request information. Download and Print this form. This form is required to be attached to your physical shipment. The Request # will enable tracking and status updates for your shipment.



External Shipment Request

Request #: PK10035

Contact Information

Submitted By: Turnquist, Josh

Department: Dist Svcs

Email: joshua.turnquist@colorado.edu

On Behalf Of: Josh Turnquist

Cost Center: 11020595

Phone: 3034922443

Additional Details

Parcels to Be: Picked Up By Mail Services

Value: 1

Shipment Type: Domestic

Description: flubber

Service Level: Standard

Hazmat: False

Ship To

Name: Homer Simpson

Street 2:

State/Region: Missouri

Country: United States

Email: joshua.turnquist@colorado.edu

Street 1: 742 Evergreen Terrace

City/Locality: Springfield

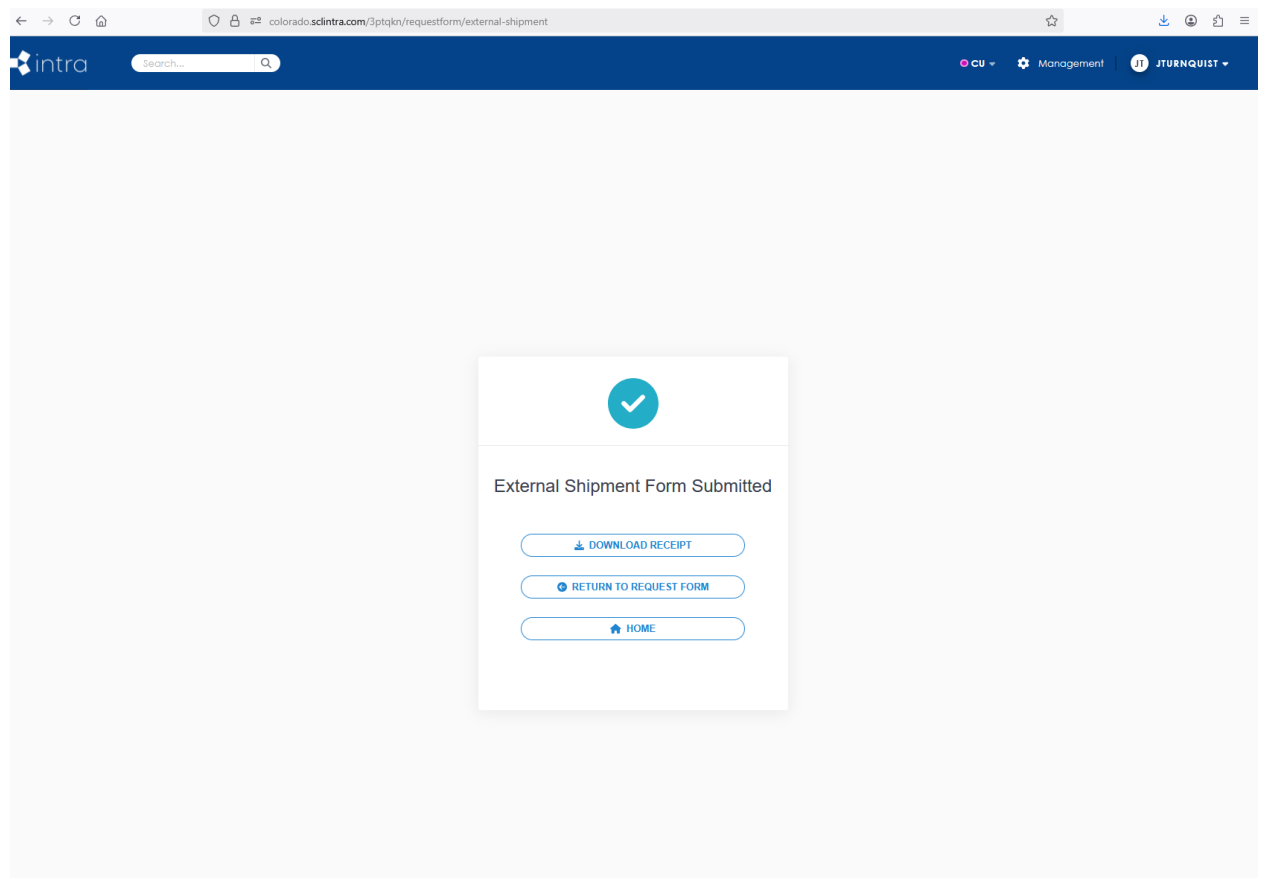
Postal Code: 12345

Phone: 3035555555

Bulk Addresses: false

16. Close the tab and you will see the screen below. If you did not download your receipt in the previous step, then you are given the opportunity to do so on the page.

Click Home to return to the Main Screen.



17. Once you are on the home screen, you are able to track the status of your request. Select the Personal External Shipments button. Use the Request # listed on your Form Submission Receipt (underneath the barcode) to bring up your request.
18. All Shipment Requests get an email sent to the user upon submission. The email contains a link to the form website.

External Shipment Submission Update Summarize this email



noreply@colorado.sclintramail.com

To:  Joshua Nelson Turnquist

Cc:  shipping

[External email - use caution]



 Reply

 Reply all

 Forward



Wed 9/16/2026 2:15 PM

Submission Status Update

The status of **Your Submission (PK10035)** has changed to **Ready for Pickup.**

Please log in to view the full details.

[Log In to View Details](#)

If the button above doesn't work, you can also copy and paste this link into your browser:

<https://colorado.sclintra.com/3ptgkn>

 Reply

 Reply all

 Forward

19. For any questions, please email shipping@colorado.edu