

### **BERRY PARCEL LOCKERS**

Students will receive an email from Mail Services when they receive a package delivered to the Berry College Post Office.

Student packages will either be placed in a self-serve parcel locker or available for pick-up at the Mail Services customer service counter, both of which are in the Krannert Center. The email will provide pick-up instructions. Berry student IDs are required when picking up packages at the counter. Students may not pick up packages for another student.

Parcel lockers are located in Krannert Center adjacent to the post office. The locker hallway is open 24 hours. The customer service counter is only open during normal business operating hours, as posted online and at the windows.

Each locker bank has a self-service kiosk. The email notification will contain locker location (Krannert1 or Krannert2) and one-time use access code. Parcels placed in lockers may be collected using the access code from the email, a Berry Student ID card swipe, or the mobile app.

#### **THINGS TO KNOW:**

If students have multiple packages assigned to lockers, they will receive a separate email for each package. If the packages are in the same locker, the access code will be the same. If the packages are assigned to different lockers, there will be a different access code for each package.

Packages will remain in lockers for 24 hours at which time the student will be notified that the time in the locker is about to expire. These packages will be removed from lockers on the next business morning and students will receive an email instructing them to pick that package up at the customer service counter using their Berry ID.

Large items, perishable items, and prescription medications will not be placed in lockers. These items will be available for pick-up at the customer service counter during regular post office hours.

## AMAZON PARCEL LOCKERS – “AVELLINO”

### **ORDERS ELIGIBLE FOR AMAZON LOCKER DELIVERY IF THE ORDER:**

- has a shipping weight less than 35 pounds
- has product dimensions smaller than 19 x 12 x 14 inches
- is sold or fulfilled by Amazon.com
- is valued at less than \$5,000 UDS
- contains no hazardous materials
- contains no perishable materials
- contains no materials requiring identification (tobacco and liquor)
- is not a Subscribe & Save item
- does not contain items shipping from foreign countries
- does not contain items for Release-Date Delivery
- Amazon Business items are not eligible

### **TO ADD THE AMAZON HUB LOCKER LOCATION TO YOUR ADDRESS BOOK AND SAVE IT FOR FUTURE USE:**

- Go to [www.amazon.com/ulp](http://www.amazon.com/ulp).
- Search by ZIP code 30149.
- Choose a location - The name of the Amazon locker on campus is “**Avellino**”.
- Select Add to my addresses to add the Avellino location to your address book.

### **HOW TO PLACE AN ORDER FOR DELIVERY TO AN AMAZON LOCKER:**

- Place an eligible item in your shopping cart and Proceed to Checkout.
- To change your delivery address to the Amazon locker, select the “Change” link in the top right of the screen.
- If you’ve previously added the Avellino locker to your address book, select it from the Amazon Pickup Locations section.
- If you have not previously added the locker to your address book, select “**+Find a pickup location near you**” (bottom of screen) and search for the Avellino locker by zip code 30149.
- Select “**Pick up here**” beside your chosen location “**Avellino**”. This name is physically located in the top right corner of the locker on campus.
- Complete your order.
- [https://www.amazon.com/gp/help/customer/display.html?ref=hp\\_left\\_v4\\_sib&nodeId=GJFN3U89P5B7YBPE](https://www.amazon.com/gp/help/customer/display.html?ref=hp_left_v4_sib&nodeId=GJFN3U89P5B7YBPE)

### **HOW TO COLLECT YOUR ORDER FROM THE AMAZON LOCKER:**

- When your package is ready for you to collect from a locker, you will receive an email from Amazon.
- This email will contain the information you need to collect your package – either using the six digit pickup code or using the Amazon Shopping app.
- **Important:** Once the locker is selected during checkout, under the “Review items and shipping” step, you will be informed that **items can stay in lockers for up to 3 days. After the 3<sup>rd</sup> day your item will be sent back to the Amazon fulfillment center and you will be refunded the cost of the item.**

[https://www.amazon.com/gp/help/customer/display.html?ref=hp\\_left\\_v4\\_sib&nodeId=GRQMENKQV9RQ6BWF](https://www.amazon.com/gp/help/customer/display.html?ref=hp_left_v4_sib&nodeId=GRQMENKQV9RQ6BWF)