ATTENTION!

New Parcel Pick-Up Ticketing System

for BEAMISH-MUNRO HALL

Effective immediately, when making a purchase that will be delivered to Beamish-Munro Hall, you must create a ticket at the link below. Failure to do so could result in your package being returned.

qFEAS.it/sr-parcel

Instructions

1. Place your order with the supplier and clearly identify yourself on the shipping address
2. Log-in to the service desk at qFEAS.it/sr-parcel
3. Select Service Requests at the top of the page, then Purchasing > Parcels on the left
4. Select Parcel Delivery for Students and fill out the form. (Required information below)
   o Vendor name
   o Description of the order (ie. Quantity, size, weight, etc.)
   o Origin: Domestic or International (where item is shipped from)
   o Identify which team or course the purchased item(s) are for
   o Select delivery location and department
   o Attach any supporting documentation
5. When complete, click Request. Delivery notification will be sent via the service desk
6. Pick your package up as soon as possible when delivery notification is received
7. FEAS Finance will close your ticket after package has been picked up

Questions? Email feas.finance@queensu.ca