

## **SHIP TO ADDRESSES ON CAMPUS**

Here at MIT many requisitioners place their own small dollar orders, with vendors using the Procurement Card, blanket purchase orders or standard orders.

One important piece of information that needs to be communicated to the vendor is the correct ship to address. By providing incorrect or incomplete sender and recipient information will lead to a delay in the receipt of goods.

In general, MIT offices have more than one address—a street address, a mailing address, and an address for ground deliveries. Please note that Building-Room numbers must be on all mailings regardless which address is used.

### **Use the **street address** for:**

- Express deliveries from DHL (MIT's preferred partner), FedEx, UPS or couriers

### **Use MIT's mailing address (77 Massachusetts Ave., Building XX-Room XXX, Cambridge MA 02139) for:**

- U.S. postal deliveries

### **Use Shipping/Receiving Room Addresses for:**

- Ground deliveries (freight, packages)
- UPS deliveries
- Note: Add your contact information (name, dept and telephone)

### **Choose a Shipping/Receiving Room Address:**

Use the Building E19 Shipping/Receiving Room  
400 Main Street, Cambridge, MA 02142; 617-253-1641  
for ground deliveries to:

- All East-side buildings and Building 68.

Use the Building 32 Shipping/Receiving Room  
32 Vassar Street, Cambridge, MA 02139; 617-253-4744  
for ground deliveries to these buildings:

- All of Main Campus, except buildings served by the E19 Shipping/Receiving Room.

Use Your **Street Address** for ground deliveries to buildings in the northeast section of campus:

- All NE buildings