MEC 1-19 Shipping & Receiving

Where should I direct the delivery of my packages?

- The package is ordered and addressed to:

  University of Alberta, Central Receiving
  116 St & 85th Avenue
  Attn: [NAME]
  1-19 Mechanical Engineering
  Edmonton, AB
  T6G 2R3

Please note: If you are part of an academic group, please also give the academic group's contact here. For example,

  University of Alberta, Central Receiving
  116 St & 85th Avenue
  Attn: Recipient/Academic group contact
  1-19 Mechanical Engineering
  Edmonton, AB
  T6G 2R3

Click here for other engineering mailing addresses (NINT, ICE)

What happens once I've ordered the package?

- The package will arrive at the University's Central Receiving. Supply Management Services (SMS) then delivers the package to the MEC building.
- Next, an email is sent from Eng-TS (meceshop@ualberta.ca) to notify the recipient.

The receiving of extremely large, high value, or dangerous goods will be treated as special cases. Eng-TS and recipient will work together to organize the best method of delivery.

When the package arrives at Central Receiving, the courier may say that the package has been delivered, but there may be a delay of 2-3 days before Eng-TS receives it from Supply Management Services. Eng-TS will notify the recipient via email when the package is ready for delivery/pickup.

Direct Delivery to Labs

Engineering Technical Services can deliver to labs within the Engineering buildings (MEC, CME, NINT).

- Delivery to the MEC and CME buildings do not require anyone in the lab at the time of delivery as Eng-TS have access to these rooms. The recipient and Eng-TS will confirm this option via email.
- For deliveries to NINT, the process depends on package size.
  - Small packages can be dropped off outside of the lab door any time during shop hours.
  - Large packages can be dropped off outside of the lab door only between 2:00 PM to 4:00 PM.

Alternative: Curbside Pickup

If the recipient does not have a space to deliver to, the alternative is curbside pickup. The recipient and Eng-TS arrange a time for curbside pickup via email and creates a Google Calendar event. The pickup hours are 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM.

- Eng-TS asks that recipients do not enter the MEC building and certainly do not enter the shop.
- Curbside pickup is on the North side of the MEC building by the loading dock.
- When the recipient arrives, they call the shop (780-492-3639) and a staff member will come out and drop off their package.
- If the recipient is running late or cannot make their appointed time, they should inform Eng-TS and make the necessary alternatives.