



Campus Shipping & Receiving Centre

your logistics and mailing solution on campus

705.748.1011 x 7433 src@trentu.ca

Monday - Friday 8:00 am-4:00 pm (closed for lunch)



INCOMING MAIL and CANADA POST PARCELS

Trent's mailing address is not the same as the Campus SRC address. All letter mail and Canada Post parcels must be addressed as follows:

This is Trent's
mailing address

ADDRESSEE'S NAME
DEPARTMENT NAME
COLLEGE/BUILDING NAME
TRENT UNIVERSITY
1600 WEST BANK DRIVE
PETERBOROUGH, ON
K9L 0G2



INCOMING SHIPMENTS AND ORDERS

Campus Shipping and Receiving is located on the Eastbank to provide a centralized receiving depot.

All goods incoming at Trent University are being received through Central Receiving. The Central Receiving operations allow for a single location with designated trained personnel to accept all deliveries, acknowledge receipt of goods and be responsible for facilitating delivery or pick-up of the incoming product for the University. Centralized Receiving provides a segregation of duties regarding receipt verification.

This depot provides a central location for most University shipments (with some exceptions). Some of the functions of the CSRC include:

- Supporting the maintenance of HECHMET (detailed in next section) by processing and inventorying of chemical shipments (excluding bulk).
- Receiving shipments and matching back to purchase order.
- Receive and inbound courier shipments.
- Redirect shipments if necessary.

To facilitate centralized receiving, please ensure that all incoming shipments and parcels are addressed to:

Name/Dept.
Trent University SRC
2089 East Bank Drive
Peterborough, ON K9L1Z8