Ordering Pickup for Shoe Drive Collection

Distribution Services will pick up shoes. To request a shoe bag pick up, please follow the steps below.

- Go to http://www.slu.edu/facilities-services-home/departments/distribution-services

- Click on the button

- Enter your SLU ID and password (like you were logging in to Banner Self Service)
  - If it is your first time logging in, you will be asked to provide information regarding your building, department code and other identifying information

- Once you’ve provided the information needed, you will be asked to complete a request depending on your current location, Frost Campus, Med Campus, etc. Click on the appropriate word/location link in blue font

- Select the location number in blue font of your shoe bag pick up (example: 207 School of Nursing)

- Select the floor where the bag is located

- Select the location on the floor (room number, lobby, stairs, etc.)

- Next page is who will complete the pickup, click the gray Service Requests button

- Click the gray Create Service Request button

- Click the gray “Next” button

- Select the blue font “D – WORK REQUEST FOR DISTRIBUTION SERVICES” link

- Select the blue font “DELIVERY” link

- Select the blue font “BULK ITEM DELIVERY” link

- Work Title: Shoe Drive – Shoe Pick Up

- Description: Pick up a black (or if your bag is a different color) trash bag of shoes. It is located (be very specific regarding where they can find the bag). The bag is ties closed and has a slip of paper taped to the outside of the bag. It is to be delivered to Earhart Hall for storage and sorting by the student volunteers.

- You do not need to provide a date or time, pickup will be scheduled within 2 business days (usually)

- Click the “Next” button

- Click the “Next” button

  Review your order, and then click the “Finish” button