

October 28, 2010

Dear Colleague:

In June, I wrote to you informing you of a necessary change in the billing and payment process for FedEx. Because FedEx notified the university that its proprietary invoicing system, which is used to generate ShortCode SUB files, is no longer being supported, FedEx ShortCode accounts are scheduled to be cancelled December 20, 2010. If you have already opened your new FedEx account with a P-Card and registered with E&I Cooperative for your discount pricing, this will not affect you.

Where FedEx must be used because UPS cannot provide the specific requirement (see item 2 below for appropriate use of FedEx), the P-Card will be used as the payment method because it provides the greatest protection against shipping interruptions, paying incorrect charges, and inundating the campus with paper invoices.

Your three options for express deliveries are outlined below:

1. UPS is the university's standard for express and ground delivery. You should use UPS whenever possible. Visit [http://www.procurement.umich.edu/show\\_full\\_contract.php?target=102](http://www.procurement.umich.edu/show_full_contract.php?target=102) to open a UPS account.
2. FedEx ships "Category A biohazardous materials" (<http://www.bt.cdc.gov/agent/agentlist-category.asp>) and some categories of radioactive materials that UPS will not ship. This is the primary reason for using FedEx.\* Use your P-Card with FedEx by following the directions at this link: [http://www.procurement.umich.edu/show\\_full\\_contract.php?target=94](http://www.procurement.umich.edu/show_full_contract.php?target=94). It is important that you register your FedEx account with the E&I Cooperative to receive their discounted, Higher Education negotiated rates.
3. Customers who ship infrequently and do not want their own UPS or FedEx account can ship letters and packages through the university's Mail Services.

#### Information & Assistance

If you have questions or need assistance, please contact Ian Pepper, contract administrator, at [ipepper@umich.edu](mailto:ipepper@umich.edu), (734) 647-4981, or the Procurement Solutions Team at (734) 764-8212, option 1, or [procurement.services@umich.edu](mailto:procurement.services@umich.edu).

\* Note: If you are shipping using dry ice, you must be in compliance with the university's OSEH requirements before you ship with FedEx or UPS.

Sincerely,

Nancy A. Hobbs

Director of Procurement Services

June 30, 2010

Dear Colleague:

I am writing to inform you of a necessary change in the billing and payment process for FedEx. The university was notified by FedEx that its proprietary invoicing system, which is used to generate ShortCode SUB files, is no longer being supported. If this system fails, the university will have to immediately move to paper invoices. Payment of paper invoices would require units to create ePro requisitions for their shipments.

After careful consideration of this situation, the university is standardizing express shipping to use UPS. This is also a direction that the university was headed to anyway as part of the Procurement Strategic Sourcing process that has been discussed across campus throughout the past year as a way to generate cost savings by consolidating our spend with preferred service providers.

Where FedEx must be used because UPS cannot provide the specific requirement (see item 2 below for appropriate use of FedEx), the P-Card will be used as the payment method because it provides the greatest protection against shipping interruptions, paying incorrect charges, and inundating the campus with paper invoices.

**Your three options for express deliveries going forward are outlined below:**

1. [UPS](#) is the university's standard for express and ground delivery. You should use UPS whenever possible. UPS is a strategic supplier that uses ShortCode billing and has the lowest overall prices. UPS provides comprehensive, world-wide services, including early morning and next day deliveries, dry ice shipments (see Note below), and much more. On March 1, 2010, new, deep discounted pricing went into effect for UPS ShortCode accounts. [Click here](#) to open a UPS account.
2. FedEx is the only supplier that ships "Class A Hazardous" materials, and this is the only time that FedEx should be used. You must open a new account to use your P-Card with FedEx by following this link: [Open new FedEx accounts](#). You will receive the rates on the [E&I Cooperative](#) contract using your P-Card. You must also [register your accounts](#) with E&I to receive the negotiated rates.
3. Customers who ship so infrequently that they do not want their own accounts can ship letters and packages through the university's [Mail Services](#).

**Timeline**

We appreciate that this is a very busy time for departments and units as we begin the new fiscal year. However, because the FedEx invoicing system could fail at any time, we encourage you to implement the necessary change in your business process as soon as possible and no later than October 1, 2010. If you must open a new P-Card FedEx account to ship Class A hazardous materials, please refer to the instructions on the [FedEx](#) University Contract page. Once you start using your new UPS or FedEx accounts, [cancel your FedEx ShortCode accounts](#).

**Information & Assistance**

If you have questions or need assistance, please contact Ian Pepper, contract administrator, at [ipepper@umich.edu](mailto:ipepper@umich.edu), (734) 647-4981, or the Procurement Solutions Team at (734) 764-8212, option 1, or [procurement.services@umich.edu](mailto:procurement.services@umich.edu).

To read more about each contract, including account set up, invoice payment processes, and training opportunities, click on the supplier's name below:

[UPS](#)

[FedEx](#)

**Note:** If you are shipping hazardous materials or if you are using dry ice with any supplier, you must be in compliance with the university's [OSEH requirements](#).

Sincerely,

Nancy A. Hobbs  
Interim Director of Procurement Services