



October 8, 2018

TO: Texas A&M AgriLife Unit Heads, Unit Business Managers
SUBJECT: UPS Small Package Deliver Services Contract

Texas A&M AgriLife is pleased to announce that UPS has been awarded the small package delivery services contract via the E & I Cooperative Services Contract for a period of 10 years.

These rates are extremely competitive, and the negotiations are complete. UPS contract pricing is available to download from Syncplicity using the following link:

<https://my.syncplicity.com/share/03ki0dvxr0qrkza/UPS%2DSmall%2DPackage%2DRates%2DJune%2D1%2D2018>

To ensure your UPS account is up properly, you must utilize the links below. This new contract provides the following:

- Increased Sustainability
- Category A / Hazardous Material / Dry Ice Shipping
- Money Back Guarantee on all International, Air and Ground shipping
- Non - Revenue Band Pricing
- 7% Fuel Surcharge maximum on Small Package Shipping

Follow these simple steps to participate:

- New accounts can be created by completing the E & I / UPS Letter of Participation at <https://www.eandi.org/lop-rfi/ups-lop/>
- You must establish an account thru this portal to ensure you receive the correct rates
- Receive an email from UPS notifying you of your new six-digit UPS account number
- Receive an email inviting you to the [UPS Campus Ship](#) Shipping technology platform
- Receive an email providing your temporary password to log in to [UPS Campus Ship](#)
- Start Shipping!
- Enroll in [UPS Billing Center](#) for an easy and efficient payment process
- Existing UPS Accounts – still need to complete the E & I / UPS Letter of Participation at <https://www.eandi.org/lop-rfi/ups-lop/>

Select “do have an existing acct”- in the box you can free text your UPS account number and any other information regarding the existing acct.

- All accts will have a unique 6-digit acct. #



How do I create a shipping label?

Use UPS Campus Ship by following the UPS Campus Ship Tutorial Videos below:

- UPS Campus Ship Tour <https://www.ups.com/us/en/media.page?videoid=5411033713001>
- Chapter 1: Getting Started <https://www.youtube.com/watch?v=AxawQsj1EXE>
- Chapter 2: My Settings <https://www.youtube.com/watch?v=CgKqlaRnzMQ>
- Chapter 3: Shipping https://www.youtube.com/watch?v=EfYE_udh0M0
- Chapter 4: Completing Your Shipment https://www.youtube.com/watch?v=GAdqBeh_wl
- Chapter 5: Shipping History <https://www.youtube.com/watch?v=znmEt4FHAZs>
- Chapter 6: Resources Tab https://www.youtube.com/watch?v=ktHol_rQm7c

UPS Campus Ship Tech Support can be reached at (877) 289-6418

How do I use UPS Billing Center?

- Enroll in UPS Billing Center: here [UPS BILLING](#)
- UPS Billing Center Support can be reached at (866) 717-2692

How do I order supplies?

- Select the Resources tab in UPS CampusShip
- Call the UPS Enterprise Accounts Support Desk at (800) 877-1497, be sure to reference your six-digit UPS account number
- Email the UPS Enterprise Accounts Support Desk at Texas@UPS.com include your six-digit UPS account number in the subject or body of your email

What if I need assistance with International shipments?

- Contact the UPS International Help Desk at (800) 782-7892
- Access the UPS International Guide : [UPS Trade Ability](#)

What if I need assistance with Hazardous Material / Category A / Biological shipments?

- UPS Hazardous Material Support can be reached at (800) 554-9964
- Access the UPS Hazardous Materials Guide: [UPS HAZMAT](#)

Need Assistance with setting up your account

Barbara Amosson, *Member Relations Executive* E&I Cooperative Services

Contact [972-839-3273](tel:972-839-3273) or bamosson@eandi.org

Please reach out to Barbara Amosson if you have difficulties setting up your acct.



However, if you experience service issues, advise both Purchasing and E&I Coop, so issues can be addressed quickly.

Note: The State of Texas FedEx Contract is more expensive for many services offered through the UPS contract.

If you determine that UPS cannot meet your needs, please document as to the reason for not utilizing the cost savings for audit purposes.

FedEx will continue to deliver and pick up. Existing FedEx accts should have converted to the State of Texas contract. However, confirm that your existing FedEx Acct. was in fact converted to State of Texas Contract or you will not receive any discounts.

Verify pricing for the FedEx state contract via <http://www.txsmartbuy.com/contracts/view/2106>

Please email your current 9-digit FedEx acct number to David Guanella daguanella@fedex.com, to ensure your FedEx acct. was switched over to the State of Texas contract.

For questions contact: Dee Ann Schneider, CTPM, Director, Purchasing Services & HUB Program at 979-845-4771 or email Da-schneider@tamu.edu