

How To Buy: Express Shipping

COMMODITY DESCRIPTION

This commodity includes overnight express shipments and ground package shipments.

VENDOR: [FedEx](#) **VENDOR CLASSIFICATION:** [Strategic Business Partner](#)

The University has an agreement with FedEx (Federal Express) that offers a substantial discount to all departments with no disruption in service to authorized shippers.

Departments are issued pre-printed FedEx airbills. Issuance is made by the Purchasing Department upon receipt of an authorized e-mail with the appropriate Home or Departmental SpeedType referenced. All supplies are no charge to the departments. Shipments with FedEx are processed when the department prepares the package and calls FedEx for the pickup.

For added convenience, [drop boxes](#) have been strategically placed on campus. In order to utilize these boxes departments must use the preprinted FedEx forms. Blank forms are not available at any of the drop boxes.

A convenient alternative for scheduling pickups or ordering supplies (other than airbills) is the FedEx website. When ordering on-line remember to change the default address to your direct delivery address.

Not registered? Sign up at [FedEx Ship Manager Sign Up Now](#).

All FedEx invoices are sent to Purchasing. The invoices are charged according to the SpeedType in the e-mail, unless a different SpeedType (e.g., a grant number) appears on the airbill/invoice in the section titled "Your Internal Billing Reference Information".

The sender's copy of the airbill is the record of shipment. This copy must be removed by the sender when using a drop box. The airbill number in the upper right hand corner (last five digits only) will appear on the department's expense statement and provides an accurate record of shipments and charges.

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then contact:</i>
<i>\$1,500 or less</i>	<i>FedEx at 1-800-463-3339</i>
<i>Above \$1,500</i>	<i>FedEx at 1-800-463-3339</i>

CONTACTS FOR THIS COMMODITY

[FedEx](#)

2650 Thousand Oaks Blvd.
Memphis, Tn. 38118
(800) 463-3339 phone(U.S.)
(800) 247-4747 phone (International)
(440) 243-4640 fax

Sales & Customer Service Representative(s):

Judy Hilderbrand
(800) 448-9961 x3327 phone
(216) 749-6132 fax

Case Purchasing Contact:

Linda Randa

Phone: 216-368-2595
linda.randa@case.edu
Fax: 216-368-6973

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