

UNM/FEDEX SHIPPING PROGRAM
February 2004

This new program requires **new** account numbers to be opened. Therefore, please destroy any preprinted FedEx air bills that you may have on hand. Do not use any existing account numbers.

Attached is a form that you can send via Email directly to FedEx. Fill out all the information on the form, transmit it to FedEx and within 2 business days you will receive a phone call from FedEx giving you your new FedEx Account Number. Within 5 business days, you will receive a Welcome Kit delivered to your office. This Welcome Kit will contain a small quantity of shipping materials with your FedEx Account Number printed on them. These supplies will be Department Specific; therefore, do not give these preprinted air bills to other Departments.

ALL NEW ACCOUNT NUMBERS WILL REQUIRE YOUR P-CARD NUMBER.
NO ACCOUNT NUMBERS WILL BE SET UP WITHOUT A P-CARD.

DO NOT CALL FEDEX CUSTOMER SERVICE TO SET UP NEW ACCOUNT NUMBERS.

HOW TO SHIP WITH FEDEX

After you have received your New FedEx Account Number, please go to www.fedex.com and Register. This process takes less than 2 minutes. You are now ready to ship. Your shipping label will print on plain bond paper. Fold your shipping label in half, place inside a FedEx Plastic Pouch and put it on your package.

The benefits of using www.fedex.com:

1. Address book of 2000 names and addresses, which will save you time.
2. Online instant tracing of your packages and Email notification to the shipper and recipient.
3. Supply ordering.
4. Scheduling of Pick-ups.
5. Blank International Forms are available for use (Commercial Invoice, Shippers Export Declaration, Etc).

NEW SERVICES

New Services have been added to FedEx since UNM has shipped with FedEx.

FedEx Ground

This is an economical ground service with delivery between 2-5 business days for commercial and residential deliveries.

FedEx Express

This is a time definite air service of 1-3 business days.

FedEx International

Time definite air service to over 220 Countries

FedEx Freight – Air

Time definite service for the shipment of large pieces of freight or palletized freight domestically and internationally.

FedEx Freight – LTL

This is a shipment of boxes that is time definite but is shipped via Truck.

Customer Service

Customer service is available 24/7 to help with any of your shipping needs. 1-800-GoFedEx or 1-800-238-5355.

FEDEX REGULAR PICK UP SERVICE

After you have received your “New” FedEx Account Number and you would like a regular (daily or weekly) pick up at your office, please fill out the attached form and email to kelly.amy@fedex.com. You will receive a phone call within 2 business days to confirm your pick up times and stat dates. Minimum requirement for pick up is 1 package per day air or 3 packages per day for ground shipping.

FEDEX ON CALL PICK UP

If you are just an occasional shipper and want FedEx to make a one time pick up at your office, you can call Customer Service at 1-800-GOFEDEX or by utilizing www.fedex.com.

DIFFICULTIES

Should you experience any difficulties in setting up your new account number or regular pick up request, please contact:

Kelly Amy
FedEx Account Executive

Mobile: (505) 453-6835

Email: kelly.amy@fedex.com

UNM REGULAR PICK UP REQUEST

New FedEx Account # _____

Physical Street Address _____ Building Name _____ Room # _____ Mail Stop # _____

Contact Name _____ Contact Phone # _____ Fax # _____

Pick Up Days Requested: _____M _____T _____W _____TH _____F _____S

Type of Pick Up Requested: _____ Ground _____ Air

Requested Pick Up Times: _____ to _____

Average # of Domestic Packages Shipped per day _____ or Per Week _____

Email to kelly.amy@fedex.com

If you do not hear from FedEx within 2 business days,
Contact: Kelly Amy (505) 453-6835

FEDEX USE:

Regular Set Up by: _____ Date _____

Customer Contact by: _____ Date _____ Time _____

UNIVERSITY OF NEW MEXICO AND FEDEX
NEW ACCOUNT REQUEST FORM

ADDRESS INFORMATION:

Department Name

Physical Street Address

City/State

Zip

Building Name

Room #

Mail Stop #

Department Manager's Name

Contact Name

Direct Phone Number

Fax #

BILLING INFORMATION:

Name on P-Card

P-Card Number

Expiration Date

FEDEX USE:

New Account Number Express/Ground

Agent Name

Date

Fax to: (920) 969-2975

Email to: www.fedexasuteam@shipfedex.fedex.com

If you do not hear from FedEx in 2 business days, Contact:

Kelly Amy
(505) 453-6835
kelly.amy@fedex.com