

FEDEX SHIPPING PROGRAM

In Partnership with E&I Cooperative Purchasing, UNM Purchasing is pleased to announce the implementation of a preferred pricing program with FedEx for Express Package and Ground Service Package Delivery.

Existing accounts have been converted to this new pricing agreement. New FedEx accounts are to be set up by completing and submitting an application at <http://www.eandi.org/fedex/application.aspx>. Please contact FedEx Account Representative Kelly Amy at 505-453-6835 for assistance before you begin the process.

New Accounts

Step 1) Please contact FedEx Account Representative Kelly Amy at 505-453-6835 who will assist you in the set up process.

Go to <http://www.eandi.org/fedex/application.aspx>

Click on “This is a New Account Setup”

Type New Mexico under “Institution Name” and click on Univ of New Mexico-Albuquerque NM.

Complete all other fields and follow remaining instructions. You must include your MSC in address line 2 and use Accounts Payable, PO Box 4548, Albuquerque, NM, 87196 for the billing information fields.

You will receive a confirmation page and an email with your new FedEx Account # within 7 business days.

DO NOT CALL FEDEX CUSTOMER SERVICE TO SET UP A NEW FEDEX ACCOUNT NUMBER AS YOU WILL NOT BE SETUP UNDER THE PREFERRED PRICING PROGRAM WITH E & I COOPERATIVE PURCHASING. **You can access the preferred pricing structure at <http://www.unm.edu/~purch/priceagree.html>. Click on FedEx Shipping – Pricing Structure enter your Net Id and Password**

Step 2) Once you have received an email with your FedEx Account number, you must call FedEx Revenue Services at 1-800-622-1147 (hit zero to speak with a representative) to add your Purchasing Card number to your FedEx account.

Step 3) Contact FedEx Account Representative Kelly Amy at kelly.amy@fedex.com or 505-453-6583 to verify your account was set up correctly and to receive assistance in registering and training on the fedex.com tools such as online account visibility.

Purchasing Department Contact: Veronica Trujillo, Sr Contract Specialist
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