UPS Account Setup and Billing Options:

UPS Small Package Accounts (under 150 lbs.) - Ground and Express:
The university has standardized express shipping to use UPS. All UPS charges should be billed to a UPS customer account and paid via ShortCode, through eSettlements. There are several ShortCode billing options for UPS accounts and CampusShip users. However, all UPS accounts require a default ShortCode upon setup. There are two types of default ShortCodes related to UPS accounts – Account level and User level. These "defaults" are completely separate from one another. The ShortCode assigned to the account is NOT visible the end user and can only be changed by UPS and Procurement Services. UPS bills to specific customer accounts and normally uses the last six characters of reference field #1 of the shipping document (waybill) as the bill-to ShortCode (inbound and outbound shipments). If the ShortCode in reference field #1 is omitted, illegible or invalid, the default ShortCode assigned to the account will be billed. Any UPS invoice that is not billed to a specific UPS customer account/ShortCode should be sent to Sandie Davis at UPS (ycd1jzp@ups.com), along with the bill-to ShortCode for processing. These charges will appear as non-PO vouchers on your monthly SOA.

Note: **Sharing user ID's is NOT recommended**. Multiple locations can be assigned to the same UPS account and multiple user ID's can be assigned to the same account/location.

Option One - Typical Setup:
- A default ShortCode is assigned to the UPS account during account setup. This ShortCode is NOT visible to the shipper in CampusShip and can only be changed by UPS and Procurement Services. You can submit a request to change the default account ShortCode by sending an email to strategicca@umich.edu or by using the Online Request Form (below).
  - o All account level charges NOT related to a specific package/shipment will be billed to the default ShortCode assigned to the account (i.e. scheduled pickup fees).
  - o UPS uses the last six characters of reference field #1 as the bill-to ShortCode for all shipments (inbound and outbound). If the ShortCode in reference field #1 is omitted, illegible or invalid, the default ShortCode assigned to the account will be billed.
  - o Normally, the default ShortCode assigned to the account is assigned as the default reference #1 field for the user ID also. This ShortCode is visible in CampusShip in step # 5 (Reference field #1). The default "user" ShortCode can be modified by the user in the shipping preferences and for each package.
  - o Optionally, reference field #1 can be locked so an individual user/shipper cannot change it.

Option Two
- The default ShortCode assigned to the account can be "Hard-Coded" so that all charges are billed to the default ShortCode assigned to the account, regardless of what is entered in reference field #1. The default ShortCode can be changed as needed.

To establish a new UPS CampusShip account, modify an existing account or request a new CampusShip user ID.

Complete and submit the online request form, posted on the UPS contract web site:
http://www.finance.umich.edu/procurement/howtobuy/universitycontracts/ups

Note: Negotiated discounts will apply the first Monday following account setup. Shipments made before then may be charged daily rates (list).

* Please read the form instructions (below) prior to submitting your request:
https://www.finance.umich.edu/procurement/howtobuy/universitycontracts/ups .
Instructions are available here:
https://www.finance.umich.edu/system/files/UPS_Online_Account_Request_Form_Instructions.pdf
Direct link to the online request form: https://finance.umich.edu/procurement/forms/ups

UPS Freight (over 150 lbs.) - Ground:
For UPS Freight shipments, billed to non-university consignees, recipients or third parties, simply fill out the Bill of Lading (BOL) accordingly. If the university is responsible for payment, follow these guidelines:
- Enter the bill-to ShortCode in the PO Number and/or reference #1 fields of the Bill of Lading (BOL).
- Mark the BOL to bill third party
- The bill-to address should be:

> **University of Michigan**
> **3003 South State Street, 7071 Wolverine Tower**
> **Ann Arbor, MI 48109**

UPS SCS - Freight (over 150 lbs.) Shipped via Air or Ocean
Use the instructions for Freight (above) and use the university's SCS account **990125833**.