
COURIER SERVICES

Scope: REQUIRED for Louisiana State University (LSU) campus units regardless of funding source. OPTIONAL for other LSU System campuses which utilize the LSU General Ledger System.

Effective: February 1, 2012
In lieu of a computer with Internet connectivity, an employee can compare and select courier rates, print labels on standard 8.5x11 paper, and track outgoing/incoming shipments. Packages can be dropped into strategically placed drop boxes for courier pickup or at the Ricoh Mail and Copy Center @ LSU located within the LSU Student Union. Courier shipment charges can be paid with the University LaCarte card.

Procedures:

A. Courier website access:

- a. Business Managers or departmental shipping representatives may contact UAS (uas@lsu.edu) for access credentials for the courier service websites and for converting existing FedEx or UPS accounts over to the new rates.
 - i. For courier service training, password resets or training materials, please visit

<http://www.uas.lsu.edu/courierservices.php> or email UAS.

- ii. Faculty or Staff members wishing to gain access to the courier vendors' websites should contact their department business manager or shipping representative for login credentials.

B. To use courier service:

- a. Prepare the package, parcel or letter for shipment.
- b. Using an Internet browser, go to one of the courier services website (Fedex.com or UPS.com).
- c. Log on with your assigned credentials (not your PAWS ID/myLSU ID). Enter information in appropriate fields, such as address, recipient, account number and parcel details.

d.

- a. When possible, please allow five (5) working days to process your request. Please contact EHS Assistant Director Michael Hooks at 225-578-5640 or dhooks@lsu.edu.
- b. The requestor must email EHS Assistant Director Michael Hooks (dhooks@lsu.edu) with "HAZARDOUS MATERIAL or DANGEROUS GOODS" in the subject line. In the email, please include the following information:
 - i. Weight
 - ii. Ground or air shipping.
 - iii. Description of contents.
- c. EHS will generate the appropriate paperwork and schedule a time to review the package. Tc 0.002 Tw -5J 0U72 Tc 0.00O31.826 0 Td [(h)-2("3(H)1(AZ)-2(AR)1(D)1(O)-9(U)1