



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: October 18, 2010

Purpose: To document the procedure for sending packages, parcels, or letters via a courier service provider (i.e., FedEx or UPS).

Program Summary:

LSU, via the LSU Easy Ship program (www.easyship.lsu.edu), has secured discounted shipping rates for courier services. The program can be accessed by using PAWS/myLSU credentials. From the convenience of a computer with Internet connectivity, an employee can compare and select courier rates, print labels on standard 8.5x11 paper, and track outgoing shipments. Packages can be dropped into strategically placed [drop boxes](#) for courier pickup. Since each shipment within the system requires a LSU account number, individual reconciliation of LaCarte cards is eliminated. **Courier shipment charges will no longer be allowed on the University LaCarte card or via direct charge.** LSU Easy Ship will bill the departmental ledger via a weekly internal transaction (IT). E-mail notification of tracking is available within the parameters of the LSU Easy Ship program.

Any exceptions to this policy must be approved in advance by sending a justification to the Director of Purchasing.

Procedures:

- A. To use LSU Easy Ship:
 - a. Prepare the package, parcel or letter for shipment.
 - b. Using an Internet browser, go to www.easyship.lsu.edu.
 - c. Log on with your PAWS/myLSU credentials. Enter information in appropriate fields, such as address, recipient, account number and parcel details, including package dimensions and weight.
 - i. If departments do not have access to a scale, senders should estimate package weight to the nearest pound. Weight is one of the variables used to calculate the total shipping charges. Couriers will reweigh a package if it appears to have been grossly underestimated, and then add appropriate surcharges at time of billing. The staff at University Stores can use on-site scales to weigh the package, and then process there for added convenience.
 - d. Print a label on standard 8.5x11 paper and adhere to package while taping over the entire label or using [label pouches](#) available free of charge from University Stores.

- e. Await scheduled pickup from courier, or place in a campus drop box for pickup. Drop box pickup times change periodically so it is suggested that departments check the courier postings for the most accurate information. If shipment is required after hours, it would be necessary to generate the shipping label from LSU Easy Ship and transport the package to the appropriate courier hub.
 - i. FedEx drop boxes are for air and express packages only. FedEx ground packages can be picked up on a regularly scheduled FedEx service routes, if applicable, or brought to University Stores for processing.
 - ii. UPS drop boxes are for all package types. If the package does not fit in a drop box, please have it picked up on a regularly scheduled UPS service route, if applicable, or bring it to University Stores for processing.
 - iii. If the package does not fit in a drop box, please bring it to University Stores, or have the courier pick it up on the department's regularly scheduled route, if applicable.
 - iv. FedEx will accommodate unscheduled pickups at no charge by calling 1-800-Go-FedEx (800-463-3339), and providing a contact name and address. UPS will provide an unscheduled pickup, but surcharges may apply.
- B. Charges for courier services with LSU Easy Ship can only be incurred against LSU account numbers. LaCarte cards or direct charges are not accepted forms of payment.
- C. Users should not access courier services via any vendor website. The University's reduced rates for shipping are only available via LSU Easy Ship (www.easyship.lsu.edu).
- D. Due to system functionality limitations, there are restrictions on international shipping.
 - a. Users may ship a UPS *letter* to an international address through LSU Easy Ship. However, FedEx does not support International letters from LSU Easy Ship at this time.
 - b. To send an international *package* with either courier, please print a ship request through LSU Easy Ship, then bring it with the package to University Stores for processing.
- E. Third-party billing requests must be processed at University Stores. Please bring the package and third-party billing information to University Stores to complete your request.
- F. Shipments containing dry ice, whether hazardous or non-hazardous, must be approved by EHS and brought to University Stores for processing. The procedure for shipments containing dry ice is as follows:
 - a. Contact EHS Assistant Director Michael Hooks at 225-578-5640 or dhooks@lsu.edu.
 - b. The requestor will create a shipping request from Easy Ship. In the Special Instructions section (under "Delivery Options"), please include the words "DRY ICE."
 - c. The requestor will print, scan and email the shipping request to EHS Assistant Director Michael Hooks (dhooks@lsu.edu). In the email, please include the following information:
 - i. Weight of dry ice and total package weight
 - ii. Ground or air shipping
 - iii. Description of contents.
 - d. EHS will generate the appropriate paperwork, and may request to schedule a time to review the package.
 - e. If applicable, EHS will review the package and determine the method of shipping. Following approval, EHS will release the package to University Stores for final processing. Requestors will receive an email confirming cost and shipment details.
- G. Hazardous materials are any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment. (i.e. flammable and combustible, toxic, potentially infectious or corrosive materials, oxidizers, aerosols, & compressed gases). Whether shipping by ground or air, couriers require that these

materials be properly packaged and labeled by trained personnel. To ensure compliance with this requirement, coordination with [EHS](#) must be arranged by the shipper to insure that all courier requirements have been met and to provide evidence of approval to ship. This documentation, along with the package, must be presented to University Stores to complete shipment processing. The procedure for hazardous materials shipment is as follows:

- 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 will create a shipping request. In the Special Instructions section (under "Delivery Options"), please include the words "HAZARDOUS MATERIAL."
 - c. The requestor will print, scan and email the shipping request to EHS Assistant Director Michael Hooks (dhooks@lsu.edu). In the email, please include the following information:
 - i. Weight
 - ii. Ground or air shipping
 - iii. Description of contents.
 - d. EHS will generate the appropriate paperwork, and schedule a time to review the package.
 - e. Upon review, EHS will determine the method of shipping, and will release the package to University Stores for final processing. Requestors will receive an email confirming cost and shipment details.
- H. LSU Easy Ship is administered by University Stores. Please direct any inquiries or technical problems to easyship@lsu.edu.

Resources:

1. Both UPS and FedEx offer free packaging supplies for air and express shipments. Please request by completing [this form](#) and emailing it to easyship@lsu.edu.
2. Departments must provide their own packaging supplies for ground shipments.
3. If assistance is needed with preparing the package for shipment, University Stores can personally assist at its showroom on Skip Bertman Drive.
4. For LSU Easy Ship training materials and program administrator contact information, please visit <http://pas.lsu.edu/university-stores/lsu-easy-ship>.