MEMORANDUM

October 1, 2013

TO: NYU-Poly Faculty & Staff

FROM: Al DiMauro
Director
Reprographics, Logistics & Distribution Services

SUBJECT: UPS CampusShip

Since United Parcel Service is New York University’s exclusive carrier for shipping Next Day, Second Day and Ground letters, packages & parcels, we continue to realize significant cost savings. With the integration to NYU Mail Services UPS rate structure, NYU – Poly will reduce current shipping rates 38% - 40, dependent on destination and delivery service.

To assist faculty and staff with their shipping needs, effective October 15, 2013 our University offices are required to use the easy access UPS CampusShip. This online desktop program which is managed by NYU Mail Services replaces the use of UPS hard copy air bills (which does not receive any incentive discount) and ensures the most economic shipping cost. Departmental accounts, if not already enrolled, may be established by contacting Tom Mooney (NYU-Poly Mail Services) at tmooney@poly.edu and will allow for accurate allocation of UPS charges to the respective chart field user. UPS CampusShip provides the necessary resources for each department to monitor and track their shipping activity while being able to compare costs based on delivery service options. For those offices that are occasional users of UPS who do not use CampuSShip, may still take advantage of reduced shipping costs by mailing their shipment through NYU-Poly Mail Services located in room JB 151 (Jacobs Building) between 9am – 4pm, Monday through Friday. To better understand what delivery service should be selected, UPS provides a variety of options to meet the shipper’s needs; Ground delivery shipments within a 150 mile radius of its origin will be delivered by close of business the next business day at the most economic cost, while Next Day delivery service is provided at several rate levels dependent on the urgent delivery time deadline, Early AM Next Day shipments which includes additional surcharges are delivered by 8am, Next Day Delivery by 10:30am and Next Day Air Saver by 3pm. Second Day and Third Day Select delivery services may be used for shipments to regions requiring delivery deadlines which would not be met by shipping via Ground service.

Should further information be needed, please contact Al DiMauro at 212-998-1011 or Tom Mooney at 718-260-3771.