

## FedEx/UPS Express Freight Charges Moved To Procurement Card

Effective July 1, 2008, all FedEx/UPS express freight payments were transitioned to departmental procurement cards rather than the current Data2Logistics payment method. This payment method offers a number of advantages:

- Paper documentation/receipt for freight transaction are no longer be required with the procurement card voucher as long as detailed information is provided.
- Significant cost savings to the University
- Shipping transaction detail is now available from US Bank when payment is made with the procurement card.
- The ability to ensure that your account is receiving the correct discounts.
- The use of the nine-digit mailcode for express freight will be eliminated.

Departments need to email the following information to [erik-hoadley@uiowa.edu](mailto:erik-hoadley@uiowa.edu).

- Current Carrier Account Number
- Contact Name/Number
- Procurement Cardholder Name (do not email card number)

If your department does not currently have a freight account and needs to set one up please follow this link to the self service portal, upon logging in the form will open: [www.uiowa.edu/purchasing/ap/freight/docs/AppforFreightAcnt.pdf](http://www.uiowa.edu/purchasing/ap/freight/docs/AppforFreightAcnt.pdf)

You will receive notification when the account has been created.

For departments paying express freight on their procurement card, nothing further is required.

## Procurement Card- Freight Details / Documentation Requirement Eliminated

Departments utilizing their UI procurement card to pay FedEx/UPS shipments are able to see details of shipments within the ProTrav system. The Trans Detail button provides you with the carrier name, tracking number, invoice number, service type, amount of shipment and sender/recipient information. Providing these freight details (also shown below within the Trans Detail window in ProTrav) eliminates the requirement to submit additional paper documentation or freight receipts with your monthly Procurement Card Voucher.

Tran Dt.	Sender	Recipient	State	Ref. Nbr.
01/31/2008			IN	11508
02/03/2008	Randal K. Joslyn The University of Iowa Center for Media Production C105 Seashore Hall IOWA CITY, IA 52242	Michelle Vick NPL Institute 300 N Lee Street Suite 300 ALEXANDRIA, VA 22314	GA	86573
02/08/2008			VILLE IA	74091
02/10/2008			GA	01300

If this information is not provided or if some information is missing, documentation must still be provided with your Procurement Card Voucher for these charges. Contact [erik-hoadley@uiowa.edu](mailto:erik-hoadley@uiowa.edu) in Accounts Payable, to review the account and to resolve the issue.

Missing information

Tran Dt.	Sender	Recipient	State	Ref. Nbr.
01/31/2008				
02/01/2008				
02/03/2008				
02/05/2008				
02/06/2008				
02/07/2008				
02/10/2008				