



University Hospital, Supply Chain Management, Accounts Payable, and United Parcel Service,

What can they do for you?

As you know, University Hospital and United Parcel Service (UPS) have partnered to bring the highest level of customer service and discounted rates to the University. The Hospital has a new account number and you will need to request a new logon in CampusShip to use the on line shipping services.

Supply Chain Management, Materials Management has expanded its services to include pick-up service for all overnight packages and express mail during your normal mail delivery schedule.

As the NJ State contracted vendor, UPS Contract #M-4000 (effective thru 3/19/2016) guarantees that the University Hospital receives discounted rates. The discount is lower than general rates. In addition, you will be able to track and verify charges of your packages on-line, as well as receive e-mail notifications of deliveries.

For Information on UPS CampusShip

UPS CampusShip is a user friendly, web based system for overnight packages and express mail. Please e-mail Denise Council at: counciem@uhnj.org and include your name, fax, phone numbers and location, room number and your index number to obtain a new CampusShip logon. For Training Tutorials or Training Documentation please visit: <http://www.ups.com/techtutorials/campusshipusertutorial/>

Services

Please continue to leave your UPS package(s) in your main mail pick-up and drop location. **If you have a UPS package that needs to go out and the mail courier has already completed your area, please take your package to your local mailroom or drop your package at the nearest UPS drop box on campus.**

In addition, you will be able to obtain UPS supplies from your mail courier or by contacting the mailroom at #2-4611.

The Logistical Services' Mailroom is open from 8:00 am to 4:30 pm. In the event you are unable to contact anyone at the above number and it is after hours, please use the nearest drop box on your campus or contact UPS directly @ 1-800-PICK-UPS for pick-up.

All questions pertaining to special shipping needs such as "**dangerous goods and dry ice**" are to be directed to the Shipping and Receiving department at #2-4715.

Happy Shipping!

UH, Supply Chain Management

FEDEX, UPS, AND USPS DROP BOXES

NEWARK

Administration Complex, 30 Bergen St., (1) UPS box at front of Bldg. 16

Doctor's Office Center, 90 Bergen St, at Main Entrance

ICPH/PHRI, 225 Warren St., (1) UPS box and (1) FedEx box at Street corner Main Entrance

NJ Medical School, 185 South Orange Ave., (1) UPS box outside Main Entrance

SSB, 65 Bergen St, (1) UPS box outside Main Entrance

University Hospital, 150 Bergen St., (1) UPS box, (1) USPS box outside Main Entrance