Payment for Shipping Services at WSU Pullman

OVERVIEW
Departments at WSU Pullman use one or more of the following procedures to pay for shipping by a third-party shipper, e.g., Federal Express (FedEx) or United Parcel Service (UPS).

Hazardous Materials
NOTE: Shipments of hazardous materials or dangerous goods are to be shipped in accordance with SPPM 5.40.

Through Central Receiving
Departments route shipments through Central Receiving using the electronic Request for Shipment of Merchandise form to process the shipment. Enter the appropriate departmental account coding on the Request for Shipment form. Refer to instructions in BPPM 80.15.

Accounts Payable pays the vendor based upon the budget/project on the invoice. The department reconciles the departmental budget using processed Request for Shipment forms.

This procedure allows the department the most latitude in selecting shipping method. It may be used to request shipment by any carrier including FedEx and UPS.

Central Receiving assists departments with troubleshooting lost or damaged shipments when shipments are processed through them.

The Request for Shipment of Merchandise form is used for this process and is not required for the FedEx-only shipment procedures described below.

UPS Shipping Accounts
In order to ship with UPS, departments use the Request to Shipment of Merchandise form and the services of Central Receiving; telephone 509-335-5575 (BPPM 80.15).

FedEx Shipping Accounts
The department may interact directly with Federal Express and pay for shipping by using one of the following two procedures.

Pay Invoice Using FedEx Billing Online Option
The department may create a FedEx account that requires weekly payment by purchasing card. The department creates the shipping account by directly telephoning FedEx at 800-645-9424.

When FedEx picks up the shipment, the department ensures that the appropriate account coding is entered on the waybill, shipping label, or manifest.

The department selects the FedEx Billing Online option in order to view and print invoices.
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FedEx Online Option (cont.) The department downloads invoices from the FedEx website. The department pays by purchasing card online or by telephone. It is the department’s responsibility to ensure that accounts are paid by FedEx deadlines. The department retains copies of the invoices from the FedEx website to reconcile the purchasing card statement. See *BPPM 70.08* for purchasing card procedures.

Automatic Charges to P-Card The department may create a FedEx shipper account and attach the purchasing card number to all account shipments.

The department telephones FedEx Revenue Services at 800-622-1147 and requests “credit card updates.” After this process is established through FedEx, the departmental purchasing card is automatically charged for each shipment on the account. The department selects the FedEx Billing Online option in order to view and print invoices. Retain copies of the FedEx waybills, invoices, and statements downloaded from the FedEx website. Use these documents to reconcile the purchasing card transactions. See *BPPM 70.08* for purchasing card procedures.

Inbound Shipments When a WSU department provides a vendor with a WSU shipper account, the department is to provide a departmental account supported by a purchasing card as described above.