

## **Freight Discounting Program**

**PREFERRED CARRIERS** WSU has pricing agreements with a number of preferred freight carriers. Pricing agreements apply to both inbound and outbound freight for all WSU units, including branch campuses and research stations. Pricing agreements apply to intrastate, interstate, and international shipments.

**Advantages** There are several advantages to using a preferred carrier to ship freight:

- Cost savings
- Improved service and tracking
- Faster transit times
- Less damage
- Faster claim settlement

**Discount Pricing** The pricing agreements provide discounted pricing on all shipments charged to the accounts established for WSU. To obtain discount pricing, departments *must*:

- Request freight collect shipment.
- Provide correct account numbers.
- Provide the appropriate shipping address.

**Assistance** Contact the campus receiving and delivery department for questions about preferred carrier pricing agreements:

- WSU Pullman Central Receiving and Delivery; telephone 509-335-4529; e-mail [mailing.services@wsu.edu](mailto:mailing.services@wsu.edu)
- WSU Spokane Mailing Services; telephone 509-368-6995; e-mail [spok.fac.ship@wsu.edu](mailto:spok.fac.ship@wsu.edu)
- WSU Tri-Cities Printing and Shipping Services; telephone 509-372-7273; e-mail [tricityies.copypctr@wsu.edu](mailto:tricityies.copypctr@wsu.edu)
- WSU Vancouver Mailroom; telephone 360-546-9708; e-mail [van.mailroom@wsu.edu](mailto:van.mailroom@wsu.edu)
- WSU Everett (front desk); telephone 425-405-1600.

**Small Package Delivery Shipments** The State of Washington contracts with FedEx and UPS provide all WSU departments with discounted rates for small package delivery, i.e., shipments weighing 150 pounds or less.

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**Small Package (cont.)** Contact the campus receiving and delivery department for contract account numbers and current pricing information. See [Assistance](#).

**Less than Truckload (LTL) Shipments** WSU uses a third-party logistics carrier (Blue Grace) for less than truckload (LTL) shipments. Contact Fast Way Freight Management; telephone 1-800-978-1277.

**Truckload Shipments** Blue Grace or CTX Transport are the preferred carriers for full truckload shipments.

## **FREIGHT MANAGEMENT**

**Incoming Shipments** By applying the procedures below, a department obtains the lowest shipping rates available for incoming shipments.

Select Preferred Carrier A shipment weighing 150 pounds or less may be shipped by a small package carrier such as FedEx or UPS, or by one of the LTL preferred carriers listed under [LTL Shipments](#).

Select WSU's preferred LTL carrier to ship single-piece shipments weighing over 200 pounds or multiple-piece less than truckload shipments.

Select one of the WSU preferred truckload carriers (Blue Grace or CTX Transport) to ship full truckload shipments.

Using WSU preferred carriers, freight service is available to the entire lower 48 states, areas in Alaska, Hawaii, Canada, and Mexico. Contact the campus receiving and delivery department for further information about carrier shipping locations. See [Assistance](#).

Request "Freight Collect" To obtain discounted rates, request that the vendor ship "freight collect" using one of the University's preferred carriers.

When goods are shipped freight collect, the carrier bills WSU for shipping. Freight collect shipping costs include *only* the actual cost of transportation and are not included in the vendor invoice for the goods.

Charge to Preferred Carrier Account Number Charge shipping costs to the preferred carrier account number established between WSU and the carrier.

Contact the campus receiving and delivery department for preferred carrier account numbers.

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## Request Delivery Address

*Pullman Campus Only*

In order to receive preferred carrier discounts, incoming shipments to Pullman campus units *must* be delivered to Central Receiving and Delivery. Central Receiving and Delivery then delivers the items to the proper departments/units. The attention line of shipping address must include department name and/or purchase order number or blanket order number.

*Non-Pullman Locations*

In order to receive preferred carrier discounts for incoming shipments to non-Pullman campus units, packages *must* be delivered to the receiving and delivery department for that campus location. The campus receiving and delivery department then delivers the items to appropriate unit.

**Outgoing Shipments**

The receiving and delivery department at each campus location may directly obtain the most favorable rates or may contact Central Receiving and Delivery at WSU Pullman; telephone 509-335-4529.

## WSU Pullman

WSU Pullman departments complete an electronic Request for Shipment of Merchandise form and contact Central Receiving and Delivery to process an outgoing shipment (see *BPPM* 80.15).

## WSU Spokane

To process an outgoing shipment, WSU Spokane departments complete an online Shipping Request form at:

[spokane.wsu.edu/facilities/mailing-services/shipping-request-form/](http://spokane.wsu.edu/facilities/mailing-services/shipping-request-form/)

Contact Mailing Services for assistance (see [Assistance](#)). See also *BPPM* 80.15.

## WSU Tri-Cities

To process an outgoing shipment, WSU Tri-Cities departments complete an online Request for Shipment form at:

[tricities.wsu.edu/pss/shipping-form/](http://tricities.wsu.edu/pss/shipping-form/)

Contact Printing and Shipping Services for assistance (see [Assistance](#)). See also *BPPM* 80.15.

## WSU Vancouver

To process an outgoing shipment, WSU Vancouver departments contact the WSU Vancouver Mailroom. (See [Assistance](#).)

## WSU Everett

To process an outgoing shipment, WSU Everett departments contact the WSU Everett front desk. (See [Assistance](#).)

SERVICES  
80.28.4  
Revised 1-21  
Central Receiving and Delivery  
509-335-4529

## BUSINESS POLICIES AND PROCEDURES MANUAL

### Freight Discounting Program

**TRACKING SHIPMENTS** Most carriers provide a website for shipment tracking. Departments may also contact Central Receiving and Delivery to track shipments.

**Federal Express (FedEx)** To access FedEx tracking information, go to:

[fedex.com/us/](http://fedex.com/us/)

**United Parcel Service (UPS)** To access UPS tracking information, go to:

[ups.com](http://ups.com)

**DAMAGED SHIPMENTS** Call the campus receiving and delivery department *immediately* for assistance with damaged shipments. Departments must file claims for damaged freight within five working days of receiving the merchandise.

Retain all packaging and documents for the damaged goods.

Complete the applicable online shipping request or contact the campus receiving and delivery department if damaged items are to be returned to the vendor. (See [Outgoing Shipments](#) and *BPPM* 80.15.)