

## **How to Use the Small Package Delivery Contract**

### **Group 79011 Award 23066**

New York State Office of General Services, Procurement Services has established a statewide contract for Small Package Delivery Services by utilizing the Sourcewell (formerly NJPA) contract via piggyback with United Parcel Services, Inc. The Small Package Delivery contract is intended to provide a procurement mechanism for State and Non-State Agencies to procure Delivery Services. Additionally, this contract may be utilized by political subdivisions, school districts and others authorized by law, as set forth in Section 6 – Authorized Users of the Piggyback Agreement. NYS authorized users must purchase from the NYS OGS Contract; Group 79011, Award 23066 as OGS contracts contain additional terms and conditions per NYS law.

#### **Startup of New Accounts**

When requesting a new account to be established with UPS, authorized users must complete and email the attached “New Account Setup Request” as outlined on the form.

UPS New Account Setup Form located at:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

When making the initial contact with UPS for new accounts, it is imperative that UPS be advised that the account must be setup based on all terms and conditions of this New York State contract and a request be made that UPS provide their contract number on all invoices. Authorized Users shall confirm in writing with UPS that their new or existing account has been set up under the NYS Award/Contract.

#### **Supplemental Terms and Conditions Applicable to UPS Shipments of Hazardous Materials**

Instructions:

This form is the only one to be used when shipping Hazardous Materials (also known as dangerous goods) with UPS, which is as an accessorial service under the contract and can be found at [https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066HazMatForm\\_UPS.pdf](https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066HazMatForm_UPS.pdf).

Authorized Users are hereby instructed not to sign any other forms other than this newly developed form. Authorized Users that need to ship items constituting of hazardous materials or dangerous goods should fill out and remit the signed form to:

UPS

Matthew Bracken

cell: 717-560-3794

[mbracken@ups.com](mailto:mbracken@ups.com)

To avoid delays at the time of shipping, authorized users who anticipate requiring hazardous materials shipping services are advised to remit the signed form at their earliest opportunity. Authorized Users only need to fill out the form once; the form will be retained on file for the authorized user. It is not necessary to fill out a separate form for each shipment.

## **Electronic Shipping**

Authorized Users of the Small Package (UPS) Award should use one of the electronic shipping platforms outlined below if you are still using the paper shipping documents. The electronic methods are free and should be utilized whenever possible. See Contract Update Memo #03 dated May 19, 2019 at: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066p.pdf>

### **UPS Electronic Shipping Systems**

- UPS Internet Shipping – web-based shipping platform at [www.ups.com](http://www.ups.com)
- WorldShip® - shipping software for larger shipping sites, download at [www.ups.com](http://www.ups.com)
- UPS CampusShip® - web based shipping for larger campus environments with multiple users.

Please call or email UPS Enterprise support at 800-877-1497 or [enterprisesupport@ups.com](mailto:enterprisesupport@ups.com) for assistance with set up. Please have your account number on hand when you call.

Any questions regarding this contract, please contact Cheri McCullough at [cheri.mccullough@ogs.ny.gov](mailto:cheri.mccullough@ogs.ny.gov) or 518-402-5552.