

For: FFAS Offices

Mandatory Change From FedEx to United Parcel Service (UPS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA will participate as an authorized user of the second generation GSA Blanket Purchase Agreement (BPA) for express and ground Domestic Delivery Services (DDS2) in the continental U.S., Alaska, Hawaii, and Puerto Rico.

DDS2 is OMB’s initiative for strategic procurement to facilitate cost savings for Federal Agencies by using a single vendor. DDS2 offers rates that are significantly discounted over GSA’s Multiple Award Schedules; therefore, there will be considerable savings by taking advantage of DDS2’s alternative delivery options.

DDS2 was awarded to UPS. UPS covers 99.5 percent of U.S. addresses, accepts Government Purchase Cards, and has the capacity to create accounts for electronic billing.

B Purpose

This notice:

- informs FFAS, including State and County Offices, of the **mandatory** change from using FedEx to UPS
- provides instructions for creating new accounts
- provides 3 billing options
- provides action if offices already have a UPS account
- informs employees that there will be a conference call to answer any questions
- provides contact information.

Disposal Date	Distribution
July 1, 2011	All FAS, FSA, and RMA Offices; State Offices; State Offices relay to County Offices

2 Using UPS for Shipping

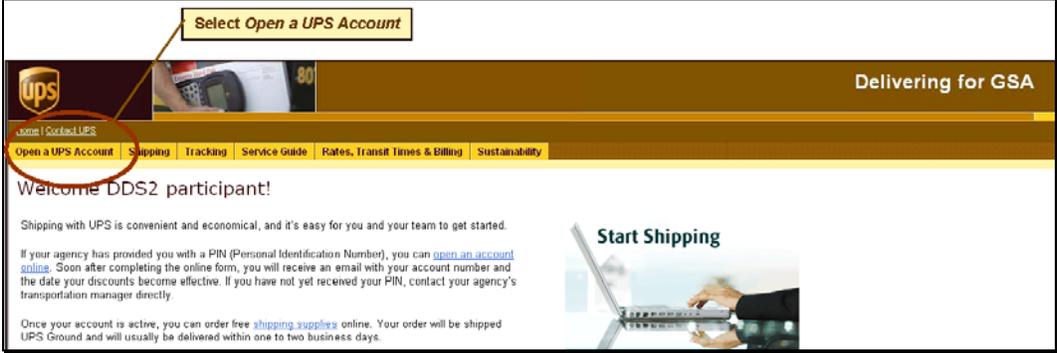
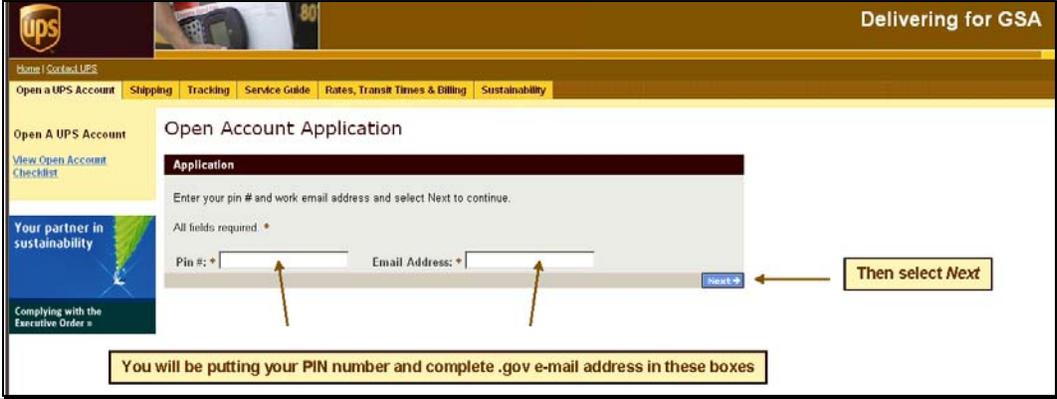
A Immediate Action

All offices are **required** to stop using FedEx and begin using UPS **immediately** according to BPA # GS-33F-BQV08.

B Creating UPS Accounts If No Account Exists

If the office does **not** already have a UPS account, complete the online registration for a new account according to the following table.

Note: If the office already has a UPS account, go to subparagraph D.

Step	Action
1	<p>Go to www.completeview.ups.com/GSA/apps/OpenAUPSAccount.aspx.</p> <p>2 If the Open Account Page is not displayed, CLICK “Open A UPS Account”.</p> 
3	<p>In the Pin # block ENTER:</p> <ul style="list-style-type: none"> • “500026” for FSA • “500027” for RMA • “500028” for FAS. 

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2 Using UPS for Shipping (Continued)

B Creating UPS Accounts If No Account Exists (Continued)

Step	Action
4	<p>Complete the online application.</p> <p>Notes: For “Company Name”, users must be very detailed because every State will have an account. If user is a:</p> <ul style="list-style-type: none"> National Office, ENTER “USDA FSA (Division Name)” State Office, ENTER “USDA FSA (State Name)” County Office, ENTER “USDA FSA (State and County Name)” <p>For the automated daily pickup service, there is a \$9 per week service charge.</p> <p>The on-demand service is free; therefore, National Offices shall use the on-demand service.</p>

Continue completing the form. Please make sure every box is filled.

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2 Using UPS for Shipping (Continued)

C Billing Options

There are 3 Consolidated Payment Plan (CPP) billing options, as follows.

- **Option 1: CPP with 1 point of contact (POC) for payment.** CPP will be created for multiple locations with a consolidated invoice being sent to 1 POC for Government Purchase Card payment for multiple accounts. POC will receive 1 weekly invoice with PDF and CSV files for each account number that lists all shipments individually. CPP will be automatically charged each week for all transaction for the previous week.
- **Option 2: CPP with payments processed by each County Office.** CPP will be created for multiple locations with a consolidated invoice being sent to 1 POC for informational purposes **only**. Each location will receive their respective invoice for Government Purchase Card payment through the UPS online billing center.
- **Option 3: CPP with no weekly billing detail being sent to the State POC.** Each location will receive their respective invoice for Government Purchase Card payment through the UPS online billing center.

Note: Rates may be found on the UPS web site, Open Account Application Page.

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2 Using UPS for Shipping (Continued)

D Existing UPS Account

If the office has an existing UPS account, complete the following and e-mail to **kim.deal@wdc.usda.gov**.

Information Needed to Set Up Consolidated Payment Plan (CPP)
State:
Name:
Point of Contact (POC):
POC Telephone Number:
POC E-Mail Address:
Address (street number, street name, street type, city, State, and ZIP Code):
Method of Delivery (choose 1): <input type="checkbox"/> Paper Copy by USPS <input type="checkbox"/> Electronic Copy by E-Mail to POC
Method of Delivery: Should site receive a paper copy for their records (choose 1)?: <input type="checkbox"/> Yes <input type="checkbox"/> No
CPP is created for 1 POC to receive weekly invoices for multiple locations.
Sites may also receive a courtesy copy for their records showing a message that states, "DO NOT PAY Submitted to CPP for payment".
According to subparagraph 2 C,
According to subparagraph 2 C, indicate Billion Option: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

E Conference Call

If employees have questions, a conference call is scheduled with UPS on Monday, March 14 at 1 p.m. e.t. Call 1-866-692-5721 and enter password, "77685765". There are limited lines available; therefore, participants should be at 1 location in State Offices when possible.

F Contact Information

If additional information is needed, contact Kim Deal, FSA Mail Manager, by either of the following:

- e-mail to **kim.deal@wdc.usda.gov**
- telephone at 202-720-2341.