

UPS PROCUREMENT CARD REGISTRATION

Dear Valuable UK Customer,

Thank you for your business. UPS is pleased to announce that we are able to process your International and Domestic shipments using the University of Kentucky's procurement card. To register your procurement card for UPS shipments please complete the bottom of this form and return it via email to grea@ups.com. This will ensure that you receive the special UK discounted rates when you use your procurement card.

After registering your card number with UPS (please allow 2 weeks), for manual processing of air or international shipments, simply select the Bill Shipper option in section 7 (method of payment) on the Shipping Document. Another method for processing air, ground and international shipments is the Online processing of shipments can be processed by visiting www.ups.com. This site can be used for ground, air and international shipments. If using the Internet, please select "Bill UPS Account Number" as the method of payment. Do not include your procurement card account number. This account number has been setup to automatically charge this account. Call UPS to request an "ON-CALL AIR PICKUP @ 1-800-742-5877 or deposit your shipment in one of your many Drop-Boxes located all across campus. You can also drop your shipments off at the UK post office in the basement of the classroom building.

UPS is committed to offering flexible shipping and payment solutions to customers at UK. Please feel free to visit our UPS web site @ WWW.UPS.COM and look under the "site locator" screen for the closest drop box location near you. You can also request an "ON CALL AIR PICK-UP" from our web site.

Again, thank you for choosing UPS for all your express shipping needs.

Email To: grea@ups.com

UK Credit Card Number: _____

Expiration Date: _____

UPS Shipper Number: _____

Contact Name: _____

Phone Number: _____

AUTHORIZED SIGNATURE _____

DATE: _____

NOTE TO DEPARTMENTS: Beware of your monthly credit limit. For large accounts this could pose a problem.