

UNIVERSITY SUPPLY AGREEMENT

Courier – Out of Town

The agreement is provided through Interuniversity Services Inc. (ISI).

ISI members represent 18 post-secondary institutions from all four Atlantic Provinces. This collaborative spend results in agreements that provide the best overall value to its members.

As a member of ISI, there is an expectation by the University that departments will support this collaboration and participate in the agreement.

SUPPLIERS: FedEx & UPS

DROP BOXES:

- The UPS and FedEx drop boxes are in the McNally basement level, across from Mail Services - MM023.
- Both drop boxes will contain some shipping supplies. For a larger selection of supplies, please see Mail Services (directly across the hall).
- Final collection (pick up time) is indicated on the drop box.
- The collection indicator on the drop box will be GREEN if pick up has not occurred and RED if pickup has occurred.
- Collection times may change due to weather conditions across Canada, even if the weather in Nova Scotia is fair.

ONLINE BILLING:

It is strongly advised that you enrol in the FedEx and/or UPS online billing service, in order to manage your account more effectively. Please contact the courier account manager(s) directly for instructions on how to enrol.

FEDEX Accounts:

Questions regarding your current account or to open a new account with FedEx, please contact:

Matt Greer, Worldwide Account Manager
T 902-452-9660
E Matt.greer@fedex.com

Online account issues contact:

Michael Chiasson, IT Specialist
T 902-488-7020
E michael.chiasson@fedex.com

General Inquiries: 1-800-463-3339

UPS Accounts:

Questions regarding your current account, or to open a new account with UPS, please contact:

Wendel Sawatzky, Director, Enterprise Accounts
P 403.921.5831
E wsawatzky@ups.com

Payment inquiries contact:

Debbie Precoma, Credit Dept
P 506-877-6513
F 506-877-6644
E dprecoma@ups.com

PCard expiry date updates:

Jean Russell
P: 506-877-6554

General Inquiries: 1-877-376-6110

UPS Tech Support: 1-888-877-8324

SMU Account Administrator

Dan Wile
Mail Services
McNally Main Basement Level – Room MM023
T: 902-420-5178
E: dan.wyle@smu.ca

SMU Procurement Contact

Kim Fleet
Manager, Procure to Pay Services
T 902.491.6369
E kim.fleet@smu.ca