

DATE: November 28, 2006

TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/and
Chief Financial Officer

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SUBJECT: CONSOLIDATION OF SHIPPING SERVICES THROUGH A SINGLE WEB-BASED VENDOR

The UTHSCSA Central Receiving Department has recently implemented *eShipGlobal*, a consolidated web-based shipping service, to process all letters and packages shipped via 3rd party carriers through Central Receiving. *eShipGlobal* provides shipping services for all carriers currently used by the UTHSCSA, including Federal Express, UPS and DHL (Airborne Express). Effective immediately, any shipments processed by Central Receiving using *eShipGlobal* can be viewed on the HSC portal via the "Track a Shipment" site at <https://www.eshipglobal.com/Default.asp>.

You should begin seeing charges for shipments made using *eShipGlobal* on your departmental ledgers. Charges will continue to be posted on a voucher (document ID prefix 'VC'); however, the vendor will be **ESHIPGLOBAL** and the description will include both the shipper abbreviation and the tracking number. The following example illustrates how a typical charge will appear on departmental ledgers:

Run Date: 12/13/2006	9:31:23AM	The University of Texas Health Science Center at San Antonio	Page 1 of 1
Daily Transaction Listing			
Date between 12/06/2006 and 12/14/2006			
Department: B5410 - Acctg Office	Project: 10571X - ACCOUNTING OFFICE		
Fund: 14901 - GEN FUND BUDG-OTHER XXX FUND	Budget Period: 9/1/1989 to 1/1/2029		
Journal Date	Description	Vendor Name	Doc ID
			PO ID
			Account
			Sub Class
			Check No
			Total Adjust Amount Type
<hr/>			
	Budget Category: 01 - Other		
12/10/06	FDX291593230147-EXAMPLE	ESHIPGLOBAL	VC00396871
			703001
			624671
			25.65 EXP
			Project 10571X Total:
			\$25.65

The *eShipGlobal* web-based shipping application is also available to departmental users for use within departments via the UTHSCSA portal. Departmental users can use this application software to schedule shipments, print air bills from their local printers and receive competitive pricing on shipments including negotiated State rates. Other enhanced features available to HSC *eShipGlobal* users include:

- View and compare actual rates from multiple carriers for each shipment;
- Maintain personal address books and individual shipping preferences;
- Process shipments for 3rd party billing; and
- Run activity reports and track shipments online.

In addition, Mail Services will pick up any letters and packages prepared for shipment using *eShipGlobal* during the regular afternoon mail run eliminating the need to hand carry packages to Central Receiving for shipment. Letters and packages prepared with the appropriate air bills produced from *eShipGlobal* can also be dropped in any designated carrier receptacle. All hazardous material shipments should continue to be shipped through Central Receiving.

To become a user of *eShipGlobal*, you must attend training and have your access activated. You can register for training via the UTHSCSA Knowledge Centre at <https://kc.uthscsa.edu/kc/login.asp>. Access to *eShipGlobal* is controlled by the user's PeopleSoft operator ID and should be managed by the departmental ACE.

For those who wish to continue shipping through Central Receiving, you should use the new Shipping Request form available at the Mail Services Guide website <http://www.uthscsa.edu/business/genservices/mailguide.html>.

In order to effectively transition to the use of this online shipping service, all existing UTHSCSA accounts with our current carriers will be closed. New accounts have already been established and we will begin transitioning all users to these new accounts.

All users shipping via Fedex, UPS or DHL should begin using the *eShipGlobal* web-based application or take packages to Central Receiving for shipment. Remote users not on schedule pickup may use any of the specific carrier drop boxes. Letters and parcels for delivery by the US Postal Service are not affected by this change and will continue to be processed by Mail Services and billed via the current IDT process.

If you have any questions regarding the implementation of this new process, please contact Ola Hudgins, Director of Financial Systems and Technology in Business Affairs, at 2-6287 or BAOFSTadmin@uthscsa.edu. For shipping questions, you may also contact Jimmy Trevino or Richard Gonzalez in Central Receiving at 7-5998.

Please disseminate this information to your departments and divisions as you deem appropriate.