

DATE: August 18, 2008
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors and Department Heads, Assistants to the Deans
and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
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Chief Financial Officer

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SUBJECT: CLOSURE OF FEDERAL EXPRESS ACCOUNTS EFFECTIVE SEPT. 1, 2008

Effective September 1, 2008, there will be three approved methods for shipping HSC packages or letters: (1) use *eShipGlobal*, via the HSC portal or through Central Receiving, (2) use your departmental Procurement Card to pay for the shipping costs, or (3) set up an individual/departmental FedEx account and prepare a State/Local voucher to process payment.

The Office of Accounting will be closing existing HSC Federal Express accounts effective September 1, 2008. Please discontinue any unauthorized use of existing HSC Federal Express accounts to ship packages or letters. Also, please do not provide accounts numbers to third party shippers.

What is *eShipGlobal* and how can you get access?

EShipGlobal is a consolidated web-based service used to process letters and packages shipped via 3rd party carriers through Central Receiving. It can be accessed via the HSC portal and provides State of Texas contract rates for all carriers currently used by the UTHSCSA, including Federal Express, UPS and DHL (Airborne Express). *EShipGlobal* allows you to compare prices, print air bills directly from your local printer, maintain a personal address book, and receive email notifications when your packages or letters are delivered.

To obtain access to *eShipGlobal* your departmental ACE (Access Control Executive) needs to prepare a PSAR (Personnel Security Access Request) for each user. No formal training is required. An on-line training guide and video are available at www.uthscsa.edu/business/avp/Eshipglobal/. You may also contact BAOFSTadmin@uthscsa.edu with any specific questions or concerns.

How do I obtain a departmental Procurement Card?

To obtain a departmental procurement card you may contact the ProCard Administrator at ProCardAdmin@uthscsa.edu or refer to instructions found at ProCard web page at <http://www.uthscsa.edu/business/procard/index.html>.

How do I set up an individual/departmental Federal Express account?

To set up a departmental Federal Express account contact the Office of Accounting at ACCTG-ADMIN@uthscsa.edu or Sandy McFadden at 562-6250. Please do not contact Federal Express directly; Federal Express requires that we authorize and set up any new accounts to ensure State of Texas contract pricing is applied (**State rates are 30 to 60% less than non-contracted rates**).

Please distribute this information to the appropriate individuals in your departments.