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Name: Courier Services – Outgoing Service –
National/International

Policy Number: 2-6003

Origin: Financial Services

Approved: 1 August 1994

Issuing Authority: Director, Financial Services

Responsibility: Manager, Procurement Services

Effective Date 1 May 2011

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1 May 2011

NATIONAL:

National service is provided by Purolator Courier.

Each department must have an individual pre-assigned Purolator account number to facilitate billing and to ensure the negotiated rates. Purolator account numbers are obtained by contacting Procurement Services.

Departments requiring Purolator services must complete a waybill through one of the following methods:

1. On-line waybills available at www.purolator.ca. Users must register before using this service. Once all information is complete, the system will provide a printed waybill to be attached to the shipment. Use the assigned waybill number for on-line tracking.
2. Manual pre-numbered / pre-printed waybills. These waybills must be ordered through the Purolator website. Departments are encouraged to keep an appropriate quantity on hand at all times.

Parcels and the completed waybill should be placed in the drop box located on campus in the Basement of McNally Main (across from Security). Large parcels may be left at Inventory &

Distribution for safekeeping. Purolator will not deliver to rural routes and P.O. boxes.

International parcels are picked up at 1:00 p.m. daily. Parcels for delivery within Canada are picked up at 4:00 pm daily.

The department's name and a signature must appear on the waybill before it will be processed. The shipment may be returned if this information is missing.

Transactions can either be billed to the department on the Purolator monthly statement or processed on a VISA Procurement Card.

Purolator supplies (temporary waybills, Puroletter and Puroletter Plus envelopes etc.) are available at Postal Services.

National Service Options include:

- Puroletter/Puroletter Plus (Next day delivery) - Negotiated rates apply whenever the item(s) to be shipped fits into the pre-printed envelope.
- Regular / Air Shipments - The rates and the service vary depending on the options chosen, the weight of the shipment and the destination.

Departments are encouraged to check with Postal Services for cost estimates or if more specific information is required.

INTERNATIONAL

International service is provided by either Purolator or FedEx. Each department must have an individual pre-assigned account number (Purolator or FedEx) to facilitate billing and to ensure the negotiated rates. Account numbers are obtained by contacting Procurement Services.

Departments requiring these services must complete a waybill through one of the following methods:

1. On-line waybills from Purolator (see above) or FedEx at www.fedex.ca. Users must register to use this service. Once all information is complete, the system will provide a printed waybill to be attached to the shipment. Use the assigned number for on-line tracking.
2. Manual waybills - blank waybills are available from Postal Services.

If using Purolator international service the item may be placed in the drop box located in McNally Main (across from Security) for the regular pick-up. If using FedEx the department will be required to contact the depot to arrange for pick up as there is no drop box service.

The department's name and a signature must appear on the waybill before it will be processed. The shipment may be returned if this information is missing.

Purolator shipments can either be billed to the department on the Purolator monthly statement or processed on a VISA Procurement Card. FedEx shipments will be billed to the department on a monthly statement.

Supplies for courier services (temporary waybills, envelopes etc.) are available at Postal Services.

International Service Options include:

- Regular / Air Shipments - The rates and the service vary depending on the options chosen, the weight of the shipment and the destination. Departments are encouraged to check with Postal Services for cost estimates or if more specific information on the service is required.