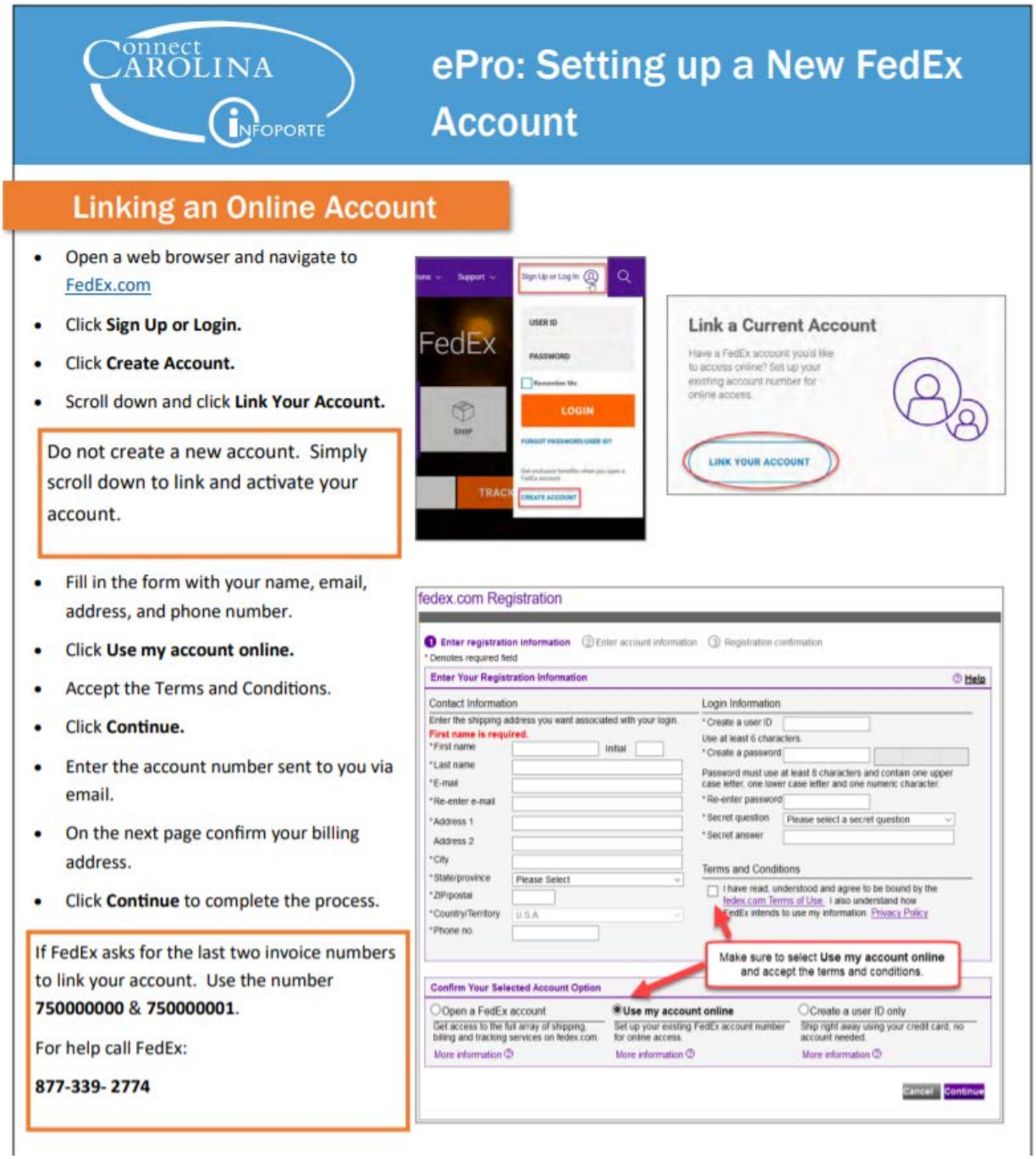
Chemistry FedEx Shipping Procedure

Fedex packages must be prepared for shipping by using an online Fedex registration referencing the department's Fedex account. Packages will not be picked up from a single location. Lab groups can have a single user ID or individual ones, whichever is preferred, but only the one Fedex account already established will be used.

The page to register for a user ID is http://www.fedex.com/us/oadr/en/landing_page.html



Do **NOT** open a new Fedex account.

Refer to our existing Chemistry Fedex account, number 1586-54601.

For questions contact Ammar Yameen, Director of eProcurement and Materials Management yameen@email.unc.edu

When preparing a shipping label online, you must complete the payment section, see sample below, by entering your UNC account, usually your grant account number, 5XXXXX, in the "Your reference" section below the Fedex billing account. This directs the charges to the correct UNC account and prevents errors that have to be researched & corrected. Once the shipping label has been created, it can be printed to be placed on the shipping package. Using the electronic package shipping will allow you to track your package online and give you a record when it is delivered.

Shipping envelopes and boxes will be kept on hand in the mailroom. You can request for a pick up at your location or you can use any Fedex drop box. The closest box is at South Building. https://www.fedex.com/locate/index.html?locale=en_US# lists the self-service drop-off boxes near Kenan, Caudill and Venable.

Please remember to have packages shipped to you via Fedex or UPS directed to your location, as there is not an individual dedicated to sign for these packages. Please refer to your name, room number and building when having items shipped here to you.

If you have any questions about shipping via Fedex, please direct them to administrative support staff in Kenan B225.