



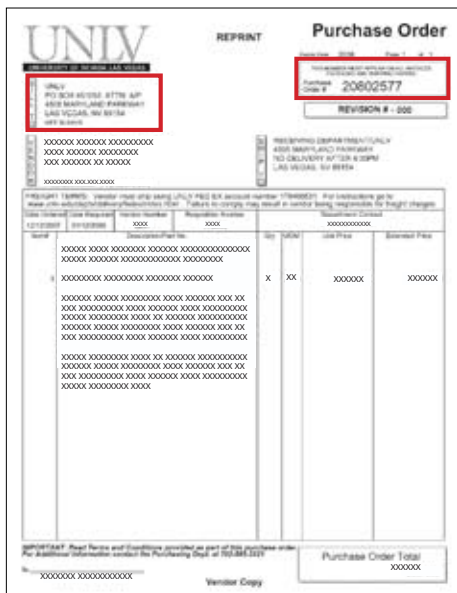
April 2008

Dear University of Nevada, Las Vegas Supplier:

We are pleased to announce that we at the University of Nevada, Las Vegas (UNLV) selected FedEx as our preferred carrier for all inbound shipments to UNLV. The new agreement with FedEx will help improve the logistical flow and save both time and money.

All inbound shipments to UNLV should now be shipped via FedEx Express® or FedEx Ground® using the Bill Recipient option, or FedEx Freight® LTL using the Bill Collect option. Only use FedEx Express Priority Overnight® if authorized by the buyer. (Please see the attached routing instructions for more information on each service.)

All FedEx Express and FedEx Ground shipments are to be billed to this account number: **178406531**.



All FedEx Freight (LTL) shipments are to be billed Collect.

Under this arrangement, shipping charges will be invoiced directly to us, while additional fees associated with your FedEx packages (including weekly pickup fees, where applicable) will be invoiced to you.

You will need your own shipper account number for pickup and routing purposes when shipping via FedEx to our facilities. This account number will not be billed for regular transportation charges. If you do not have an account number, go to **fedex.com**, or call 1.800.GoFedEx 1.800.463.3339 to set one up.

You will need to enter your UNLV purchase order number on all shipping labels inbound to UNLV. To locate your purchase order number, please reference the top right corner of the document as shown here.

When shipping **FedEx Express and FedEx Ground** (up to 150 lbs.) inbound to UNLV:

- Select the appropriate FedEx Express or FedEx Ground service type.
- Select "Recipient" in the "Bill transportation to" field.
- Enter the account number listed above.
- Enter the UNLV purchase order number or the cardholder's name in the "Your reference" field for all shipments.

4. Billing Details		Help	Hide
* Bill transportation to	Recipient		
* Account no.	XXXXXXXXXX		
Your reference	Enter UNLV PO# Here		
More reference fields			

When shipping FedEx Freight LTL (over 150 lbs.) inbound to UNLV:

- We recommend you use the **fedex.com** bill of lading generator. You may also use your own paper bill of lading, as long as all of our routing instructions are followed.
- Go to **fedex.com**, click on the *Freight* tab at the top of the page, then click on *FedEx Freight*.
- Select "Generate Bill of Lading" under the *Ship* tab.
- Select "Collect" in the "Details" section.
- Enter the UNLV purchase order number or the cardholder's name in the "Special instructions" field.

You will find comprehensive information about FedEx® services in this packet. These instructions are effective immediately and supersede all previous shipping instructions. They must be followed in order for us to pay the shipping charges. Any deviation from these instructions may result in a charge-back of the shipping costs.

For more information on shipping with FedEx, call the **FedEx Vendor Activation Desk at 1.866.883.9290 (toll-free), Monday through Friday, 8 a.m. to 5 p.m. CST.** Shipping information is also available at **fedex.com**, or you can call 1.800.Go.FedEx 1.800.463.3339 anytime.

We value you as a supplier and trust that this new process will only enhance our working relationship. Thank you for your support and for making the transition to FedEx a smooth one.

Sincerely,






Mike Lawrence
University of Nevada, Las Vegas

University of Nevada, Las Vegas Shipment Summary

University of Nevada, Las Vegas
 4505 Maryland Parkway
 Box 451044
 Las Vegas, NV 89154-1044



			
Shipper Account	Shipper is required to have a FedEx shipper account.	Shipper is required to have a FedEx shipper account.	Shipper is required to have a FedEx Freight account.
Package Size	Up to 150 lbs., 108" in length, 165" in length plus girth (L + 2H + 2W)	Up to 150 lbs., 108" in length, 165" in length plus girth (L + 2H + 2W)	Palletized or nonpalletized freight weighing 151 to 19,999 lbs.
Preferred Service	Time-definite <i>Prior approval is required to use FedEx Express® services.</i>	FedEx Ground 1 to 5 business days (in the contiguous U.S.) Day-definite	<ul style="list-style-type: none"> • Day-definite • Next business day to destinations up to 600 miles away • Next business day to destinations up to 1,600 miles away • Coast-to-coast typically within 4 business days
Billing Option	Bill Recipient Account #178406531	Bill Recipient Account #178406531	Bill Collect
Mandatory Information	The UNLV purchase order number must be entered in the "Your reference" field.	The UNLV purchase order number must be entered in the "Your reference" field.	The UNLV purchase order number must be entered in the "Special instructions" field on the bill of lading.
Customer Service (toll-free)	1.800.GoFedEx 1.800.463.3339	1.800.GoFedEx 1.800.463.3339	1.866.393.4585
Pickup	If you do not have a regular FedEx Express® pickup schedule, same-day pickup is available if requested before specified cut-off time.	If you do not have a regular FedEx Ground pickup schedule, you will need to schedule pickup one day in advance.	Same-day pickup is available if requested before specified cut-off time.

When shipping via FedEx Express, FedEx Ground or FedEx Freight LTL, shipping labels must be created using an automated shipping platform (FedEx Ship Manager® at fedex.com, FedEx Ship Manager hardware or software, or your own automated shipping platform). You are also encouraged to create the FedEx Freight bill of lading using an automated platform.

Overview of Customer Support Options

Useful Resources for Vendors Using FedEx

Vendor Activation Desk Dedicated support for vendors shipping via FedEx. When contacting the Vendor Activation Desk, please provide the name of the company that specified the use of FedEx for their inbound shipments.	1.866.883.9290
FedEx Customer Service Pickup scheduling, tracking, drop-off locations, rates, supplies, new account setup, package returns, package charges, general information.	1.800.GoFedEx 1.800.463.3339 fedex.com/us
Customer Technology Support Assistance with FedEx® shipping solutions, including FedEx Ship Manager® at fedex.com, FedEx Ship Manager® hardware and software and FedEx Ship Manager® Enterprise.	1.877.339.2774
FedEx® Billing Online and Technology Support Assistance with accessing or navigating FedEx Billing Online.	1.877.339.2774 fedex.com/us/account/fbo
Customer Claims and Revenue Services Assistance with claims, credits and refunds, invoice copies, billing inquiries, and duty and tax inquiries.	1.800.622.1147 For claims, select option 1 then option 0
Electronic Solutions Information on a comprehensive set of electronic solutions including FedEx InSight®, FedEx® Global Trade Manager, returns and other technology solutions.	fedex.com/us/about/unitedstates/technology/automation.html
FedEx International Customer Service Rates, tracking, pickup scheduling, harmonized codes, general shipping information.	1.800.247.4747 fedex.com/us/international
Regulatory Consulting U.S. export documentation and customs requirements worldwide.	1.800.851.3336

How to Complete a Bill of Lading on fedex.com

The Bill of Lading (BOL) is a required legal contract that verifies the carrier has received the shipment as described and is obligated to deliver that shipment in like-good condition to the recipient.

To ensure your shipment is completed, please complete a Bill of Lading, found at fedex.com/us/fedexfreight/ship. Click on "Bill of Lading Generator," and complete as directed, including the following key information:

1. If necessary, complete the "Third party information" section if billing information is different from the shipper or consignee (recipient) information. If billing recipient, select "Collect" in the "Details" section.
2. Check any additional service options and complete the "Special instructions" section (up to 190 characters), such as who should sign for the shipment, how to pack the shipment, any special handling instructions, etc.
3. Enter the Purchase Order number in the shipment description section (below the "Special instructions" section).

To create shipping labels, enter the number of labels needed at the bottom of the page. You can also select who should receive an e-mail copy of your Bill of Lading. When finished, click "Submit" and a copy of your Bill of Lading will open in a PDF file that you can print. If you opted for the form to be e-mailed, it will be sent as a PDF attachment to the addresses provided.

For more information, call 1.866.393.4585 (toll-free).

Items weighing between 150 lbs. and 19,999 lbs., and items less than 10 skids and/or less than 20 feet of space, should be shipped via FedEx Freight. If your shipment is more than 19,999 lbs. and/or more than 10 skids and/or more than 20 feet of space, please contact FedEx Freight Truckload Services at 1.888.465.5646 (toll-free) for shipping instructions.

FedEx Freight is designed for fast-cycle logistics, focusing on regional and extended services, including customized solutions, such as truckload and freight forwarding, specialized quote, distribution and consolidation, and dated release. Go to fedex.com or call 1.866.393.4585 (toll-free) for more information.

FedEx National LTL is designed for planned inventory replenishment, focusing on competitively priced long-haul LTL service, typically delivered in three days or more. This service includes custom delivery and volume/backhaul. Go to fedex.com or call 1.800.274.9099 for more information.

The screenshot shows the FedEx Bill of Lading Generator web form. The form is divided into several sections: "Shipper information", "Consignee information", "Third party information", "Additional services", "Special instructions", and "Additional services". It includes fields for company name, address, city, state, ZIP code, and telephone. There are also checkboxes for "Prepaid", "Collect", and "Collect - Broker Payment". A table at the bottom allows for adding multiple items to the shipment, with columns for "Bill of Lading", "Shipping labels", and "Both". The form is numbered 1, 2, and 3, corresponding to the steps in the text.

How to Complete a Bill of Lading Using a Hard Copy

The Bill of Lading (BOL) is a required legal contract that verifies the carrier has received the shipment as described and is obligated to deliver that shipment in like-good condition to the recipient.

To ensure your shipment is completed, please complete a Bill of Lading. To order a hard copy, call 1.800.GoFedEx 1.800.463.3339. When completing the form, please include the following key information:

1. Enter the Purchase Order number in the top right corner.
2. Include any extra information in the "Special Instructions" section below the shipper and consignee (recipient) information, such as who should sign for the shipment, how to pack the shipment, any special handling instructions, etc.
3. If necessary, complete the "Bill Freight Charges To" section below "Special Instructions." This is the same as the "Third party information" section on the online Bill of Lading. If billing recipient, check the "Collect" box.

For more information, call 1.866.393.4585 (toll-free).

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