

How Do I Buy...

Outbound Express Shipping and/or Freight

Buyer Contact Information:

[Trisha Wilson](#)

Current Contract Vendor(s):

[UPS](#)

[FedEx Corporation](#)

Description of Purchase Process:

Express Outbound Shipping Options:

UPS

Virginia Tech has access to **State Contract E194-1383** for Express Delivery Services with UPS. This contract may be used with no dollar limits when the item being delivered weighs less than 150 pounds. Contracts and rate information is available from the **Division of Purchases and Supply (DPS)** website. Process all orders to UPS as non-catalog.

Federal Express

Virginia Tech has access to a negotiated Education and Industry (E&I) Cooperative contract (Number CNR-01193) for Express Delivery Services with Federal Express. This contract may be used with no dollar limits when the item being delivered weighs less than one hundred-fifty (150) pounds. Service is provided for National and international shipments. It is important to establish new accounts via this website: <http://www.eandi.org/lop-rfi/fedex-lop/> to ensure you receive contract pricing. FedEx customer service can be reached at (800)-645-9424. Identify yourself as an E&I customer. Process all orders to FedEx as Direct Pay Transactions, category C1.

Larger Outbound Freight Options

Shipping Outbound Through Freight Companies

When shipping costs are below ten thousand dollars (\$10,000) and the goods being shipped weighs more than one-hundred fifty (150) pounds, you may use vendors that provide freight services and process as a Direct Pay Transaction, category C-1.

When shipping costs are above ten thousand dollars (\$10,000), [standard purchasing procedures apply](#). A requisition accompanied by the specifications must be sent to the Procurement Department.