

Dear UPS CampusShip Users and Budget Managers:

This message is for UPS CampusShip users. Please forward to anyone I may have missed.

As you may have discovered, the reference field in CampusShip does not have enough space to fit the entire chart F FOAPAL string as it exists now. Additionally, we would like to simplify our invoices from UPS anyway to create more efficient processes.

Effective immediately, we are kindly requesting that users (both UD and UDRI) switch payment methods from "Bill My Account" to "Payment Card" and use your pcard. If you need to apply for a pcard and have supervisor approval to do so, please complete an application (link at the bottom of the page).

In the new version of UPS CampusShip, this is a screenshot of what your page will look like:

The screenshot shows a payment selection screen with a title bar "Payment *". Below the title bar are four buttons: "Bill My Account", "Bill Someone Else", "Payment Card" (highlighted in green), and "Other Ways to Pay". Below these buttons is a section titled "Choose a Payment Card *" with a radio button selected for "visa Visa - xxxxxxxxxxxx5060" and a link "+ Add New Card". Below that is a section titled "Associate Your Account" with a toggle switch for "Associate an account to this shipment?" set to "Yes" and a radio button selected for "491715 - Univ of Dayton Book St" with a link "+ Add an Existing Account".

In the old version of UPS CampusShip, this is a screenshot of what your page will look like:

The screenshot shows a payment selection screen with a title bar "6 HOW WOULD YOU LIKE TO PAY?". Below the title bar is a message: "Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *." Below the message is a section titled "Payment Method for Shipping Charges: ⓘ". Below this section is a dropdown menu with "Select One" selected. The dropdown menu is open, showing options: "Select One", "491715 - Univ of Dayton Book St", "Visa xxxxxxxxxxxx5060", "Bill a Third Party Account", "Bill the Receiver", "Enter a Shipping Account", "Use Another Payment Method", and "Select One". To the right of the dropdown menu is a link "* Check My Discounts". Below the dropdown menu is a "Payment Code" field.

In either version, please be sure to associate your shipment with a UD account (even though it won't actually bill to that account); otherwise you will not receive UD's negotiated rates!

Fun Hint: You can enjoy UD's UPS rates for your personal shipping needs too! Simply enter your personal credit card information and process the shipment as normal. Your credit card will be billed for your shipment and you just need to drop your shipment off at a pick up point.

In the meantime, invoices that continue to reference chart D values will be crosswalked to chart F values (non-UDRI only).

If you have any questions, please let me know.

Pcard Application: https://www.udayton.edu/finadmin/_resources/docs/purchasing_and_business_services/documents/pcard_app.pdf