



SUNY DOWNSTATE Medical Center

Mail Services

February 12, 2009

To: All DMC Offices

FROM: Richard J. Bentley, Director
Administrative Services

Subject: DMC Mail Services Express Mail Update.

DHL ended its domestic express services to DMC 1/31/09. Efforts continue on resolving DHL past invoices for the period near October 2008, where DHL had initially invoiced under higher rates than the NYS OGS contract in effect at that time. These expenses have not yet appeared in end user accounts, and we anticipate resolution shortly.

Current outbound express shipment options: Mail Services has available rates, pre-printed forms & supplies for:

- **FedEx:** Rates through DMC's membership in the Educational and Institutional Group Purchasing contract (E&I). Rates posted at Mail Services customer service counter, but unfortunately, rates can NOT be posted online due to E&I confidentiality restrictions.
- **UPS** through the new NYS OGS contract rates. Links for more specific info:
UPS Contract: <http://www.ogs.state.ny.us/purchase/snt/awardnotes/7901120029can.pdf>
Price Schedule: <http://www.ogs.state.ny.us/purchase/prices/7901120029prices.pdf>

Please contact Mail Services at Ext 1175 to determine (based on your package type, delivery needs, and destination) recommended and available express service options. We thank the DMC community for its patience and cooperation during this transition period.

Reminder: Please insert your dept acct in the "Shipper Reference Field" of all airbills forms:

- **State Accounts:** Insert your **8 digit State Acct#**. Submit with a yellow State Req.
- **Research Accts:** Insert your full **Project Task & Award #**. Submit with an RF Req.
- **Affiliates:** Insert the billing ref # assigned to your org by DMC Mail Services.
Contact Mail Services (Ext 1175) if you have questions.