



# SUNY DOWNSTATE Medical Center

## Mail Services

March 23, 2009

To: All DMC Offices

FROM: Richard J. Bentley, Director  
Administrative Services

Subject: DMC Mail Services Express Mail Update.

**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>
- **USPS** Express Mail: from United States Postal Service. Link for more specific info:  
[http://www.usps.com/shipping/expressmail.htm?from=home\\_mailandshipping&page=expressmail](http://www.usps.com/shipping/expressmail.htm?from=home_mailandshipping&page=expressmail)

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.