Delivery Services would like to remind everyone there is a new look for the billing for freight charges when using the University’s new discounted rate schedule with FedEx. Freight will be billed separate (more information below) from the Purchase Order and PCard Invoice (using the new procedures available on http://www.unlv.edu/depts/delivery/newlook.html). Freight is often a hidden cost and is often times used as an additional income source for the vendor.

Shipping instructions for vendors are now included on UNLV Purchase Orders. UNLV Vendors are instructed to ship inbound merchandise via the university’s FedEx account. Departments should instruct the vendor to use the UNLV FedEx account for PCard purchases as well. Delivery Services will then bill the department at a discounted rate via a shipping authorization. Utilizing the university’s account will help to minimize the freight costs that are incurred from the transportation of merchandise.

New Surplus Software

Delivery Services is happy to announce the launch of a web based Surplus Property Management software.

Features of the software include:

- On-line auction capabilities
- Inventory Viewable from your Office
- Inventory Numbers on property to ensure you are getting the exact product you viewed
- Customer Registration

Surplus Property will begin On-line Auctions beginning Wednesday, July 1, 2008.

To get to the Surplus Property public website, go to the Delivery Service Home page - http://www.unlv.edu/depts/delivery/

Click on Surplus Sales tab or go directly to the Surplus Property public website: http://spo.sysapps.unlv.edu/
Registration

Click on the **Auction** tab, to view any auction that may be available. In order to participate in the auction, you will have to register. To register, click the register link or go to the Registration tab.

As a result of the strategic alliance with FedEx, departments who wish to estimate their freight cost can do so at the following website:


Use this simple tool to obtain a rate quote and determine the expected delivery date and time for your shipment. The information needed to obtain an accurate freight quote is:

- Departure and Destination Zip Code
- Number of Packages
- Weight
- Type of Packaging
- Service level

You can expect about a 25% discount from the rates quoted.
To View the Inventory

Click on the **Inventory** tab, to view all surplus items (including prices) available in the Surplus Warehouse. Surplus Sales are Tuesdays, 2:00-4:00 pm, for Campus Use Only and Thursdays, 1:30-4:00 pm, for campus personnel and the general public.

**Benefits of Controlling Inbound Freight**

Example 1: In-bound freight on large item. Published rate of $129.02. The department was charged $68.55 (made up of a base rate of $42.71 plus a fuel surcharge of $2.99 and an internal billing charge of $22.85) resulting in a savings to the department of $60.47.

Example 2: In-bound FedEx Super Saver package. Published rate of $17.92. The department was charged $10.58 (made up of a base rate of $6.70 plus a fuel surcharge of $.35 and an internal billing charge of $3.53) resulting in a savings to the department of $7.34.

If you have any other Delivery Services questions visit our FAQ’s at:

http://www.unlv.edu/depts/delivery/faq.html

We are always happy have to have suggestions or ideas for topics for our newsletter. If you would like to see a topic covered please contact us at 895-5444.