UPS Account Set Up

Department: Procurement/ Payables

UPS Account Set Up November 12, 2025
Purchasing Services is reviewing shipping procedures to identify efficiencies and provide departments with better visibility to charges.
We have identified a source of inefficiency for end users. The University currently has one corporate UPS account that makes day-to-day management very difficult, with consolidated invoices requiring constant follow up to determine the correct GL code, and identify the right person to approve invoices.
NEW PROCESS
Anyone shipping for University academic, research or business purposes should create their own UPS account. This will allow you to enter all the correct required information including GL codes when preparing a shipment yourself or provide it to the Mail Room when they prepare your shipments for you.
UPS will use this information to create an individual account under the University corporate account, ensuring you get all pre-negotiated discounts. Each shipment will generate a separate invoice, which will be sent to Payments Services directly for approval routing and payment.
To set up an account, complete the highlighted areas of the attached form and email it to purchasing.helpdesk@uoguelph.ca [1].
For questions, please contact the Purchasing HelpDesk.

UPS Department Account Set Up Application Form.xlsx [2]

Source URL:https://finance.uoguelph.ca/ups-account-set

Links
[1] mailto:purchasing.helpdesk@uoguelph.ca [2] https://finance.uoguelph.ca/sites/default/files/UPS%20Department%20Account%20Set%20Up%20Application%20Form.xlsx