

**WASHINGTON HEADQUARTERS SERVICES  
FINANCIAL MANAGEMENT DIRECTORATE**

**PURCHASE CARD ALERT NUMBER 31**

(Issue date: 6 December 2005)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Express Shipment of Small Packages for **Official US Government Business**

1. The purpose of this Purchase Card Alert is to provide instructions to individual Cardholders to use their purchase cards for express shipment of small packages of \$2,500 and below. If the Cardholder's single purchase limit is below \$2,500 and an individual shipment exceeds the Cardholder's single purchase limit, please contact an Agency Program Coordinator for a single purchase limit increase (not to exceed \$2,500). Shipments above \$2,500 will be accomplished through normal contracting channels. On page 11, "OSD/WHS Standing Operating Procedure (SOP) for Government-wide Commercial Purchase Cards," dated June 17, 2004, delete item r, Courier Services, under Support Services Division (SSD) Centralized Purchases. Defense Facilities Directorate SSD will no longer manage a centralized program for express shipment of small packages.
2. This Purchase Card Alert is effective immediately.
3. OSD/WHS Purchase Card Program Cardholders shall establish individual account(s) with vendors under DoD mandatory Blanket Purchase Agreements BPA(s) ONLY (see Attachments 1a through 1c and 2 to this Purchase Card Alert). All express shipping accounts shall be established under the BPA's and under no circumstances shall accounts be established other than under the BPA's. Note that separate accounts must be established for shipments within the Continental United States (CONUS) (Attachments 1a – 1c) and outside the Continental United States (OCONUS) (Attachment 2). The overall number of Cardholders in each organization with express shipping accounts shall be limited to the minimum necessary to support the express shipping needs of that organization.
4. **NOTE: It takes approximately 5 – 10 days to establish an account under the BPA(s) from the date of the Cardholder's initial request. WHS SSD will continue to provide small package express shipping through 31 December 2005. After that time, the only option available to the individual Cardholders will be through the accounts established under the BPA(s). FOR THIS REASON, IT IS IMPERATIVE THAT CARDHOLDERS IMMEDIATELY ESTABLISH ACCOUNTS UNDER THE BPA'S.**

5. In order to establish express shipping account(s) for shipments within the Continental United States (CONUS), see Attachments 1a – 1c. The web site at <https://amclg.scott.af.mil/don/domexpress/spsindex.html> provides additional information. Choose the vendor(s) representing the best value for your individual shipping needs by going to “DoD Blanket Purchase Agreement” (left side of screen) and review the rates, etc. Accounts may be established with one or all of the vendors listed **EXCEPT AIRBORNE EXPRESS UNDER BPA #f12626-02-A-0005**. Airborne has been purchased by UPS Supply Chain and they are no longer setting up accounts utilizing the Government Purchase Card as a method of payment.
6. Outside the Continental United States (OCONUS) express shipments require separate account(s). See Attachment 2 to this Purchase Card Alert. Also, <https://public.amc.af.mil/business/www/www.htm>, “Account Set Up”, provides further detailed instructions. On the same webpage as “Account Set Up”, is a “Rate Calculator” for use in determining the cost of each individual shipment and which vendor represents the best value.
7. **THE EXPRESS SHIPMENT ACCOUNTS SHALL BE USED FOR OFFICIAL U.S. GOVERNMENT BUSINESS ONLY AND IN NO EVENT WILL THEY BE USED FOR SHIPMENT OF PERSONAL ITEMS.**
8. If you have any questions whatsoever, please don’t hesitate to contact an Agency Program Coordinator.
9. We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinators at [purchasecard@bfd.whs.mil](mailto:purchasecard@bfd.whs.mil) or directly to the Program Manager at [Claudia.colvin@whs.mil](mailto:Claudia.colvin@whs.mil).

#### ATTACHMENTS

1. Instructions for CONUS Account Set Up
  - a. DHL
  - b. Fed Ex
  - c. UPS
2. Instructions for OCONUS Account Set Up

**DHL CONUS**  
**ACCOUNT SET UP UNDER BLANKET PURCHASE AGREEMENT**  
**(BPA) NUMBER F11626-02-A-0008**

Follow these instructions to set up an account under the DHL BPA F11626-02-A-0008. This will allow you to receive the pricing under the BPA instead of DHL's commercial pricing.

Most organizations will be establishing a new account, but if you have an existing DHL government account, it must be converted to an account under the BPA. Payment will be by the OSD/WHS Purchase Card. Each cardholder MUST call the DHL Government Sales Office at:

(703 ) 413-2094 or Sheree.Baker@dhl.com

The above number and email address are the ONLY authorized contacts to accomplish account set up. Please provide DHL the necessary information to establish Purchase Card billing. DHL will e-mail back to you the new account number. When you complete the airbill, or process a shipment at [www.dhl-usa.com](http://www.dhl-usa.com), you will then list only the DHL account number.

**YOUR PURCHASE CARD NUMBER SHOULD NEVER APPEAR ON AN AIR BILL. IT TAKES APPROXIMATELY 5-10 BUSINESS DAYS FOR THE ACCOUNT TO BE ESTABLISHED.**

**NOTE, VERY IMPORTANT!!!!**

***IF YOU USE THE PURCHASE CARD WITHOUT FIRST SETTING UP AN ACCOUNT WITH THIS GOVERNMENT ACCOUNT OFFICE, YOU WILL BE CHARGED DHL COMMERCIAL RATES.***

When you fill out the DHL Airbill mark Payment "Bill Shipper" and use either a pre-printed airbill with your account number or write in the account number in "Shipment From". Shipments may also be processed online at <http://www.dhl-usa.com/home/home.asp>. To register for on-line shipment processing, and other features please go to: <https://sso.dhl-usa.com/sso/register.asp?nav=Reg>

Once the shipment is complete, DHL will process the charge through US Bank and it will show up on your monthly cardholder statement. You need to keep a copy of your airbill or receipt from online shipments as proof that services were requested and the package was picked up.

You can track your packages on the DHL website by the DHL tracking number or by the reference (TCN) at the following address <http://www.dhl-usa.com/usgov>

Agencies can request a scheduled daily pickup of packages or have pickups made on an as-needed basis. Pickups can be scheduled by calling 800 CALL DHL or by the WebShip application. An important feature of this contract is that the delivery of your shipment is backed by a money-back guarantee. The following DHL services are available for use:

Next Day Air  
Second Day Air  
DHL Ground

The DHL Government Sales Office allows an agency to set up multiple accounts per office with one purchase card under each DHL account number. Each cardholder will be responsible for tracking all DHL shipments.

**ATTACHMENT 1a to PURCHASE CARD ALERT 31**

**FED EX CONUS**  
**ACCOUNT SET UP UNDER BLANKET PURCHASE AGREEMENT**  
**(BPA) NUMBER F11626-02-A-0007**

**1. Account Set Up**

Establish a new FedEx account number or have an account set up to bill to your purchase card by calling:

***FedEx Government Account Services***

1.800.645.9424  
Monday - Friday  
8 am - 7 pm EST.

Your request will be processed immediately and you can begin shipping the same day.

**2. Prepare Your Shipment**

Whether you are using airbills or processing a shipment via fedex.com, reference only your **FedEx account number** in the payment section.

**3. Tender Your Shipment to FedEx**

You can request a pickup as needed or arrange a daily pickup on fedex.com or by calling 1.800.GoFedEx 1.800.463.3339 or drop off your shipment at one of the many FedEx shipping locations.

**Tracking Your Shipment**

Track at fedex.com

Select the track tab and enter up to 30 tracking numbers for updates on the status of your shipments. You can also track by transportation control number (TCN).

Track by E-mail

Go to fedex.com/us/tracking/email.html for details on tracking shipments via e-mail.

Track by Phone

Call 1.800GoFedEx 1.800.463.3339 and press 2.

**Invoicing**

Your FedEx charges will be processed through the US Bank and appear on your monthly Purchase Card statement. Keep copies of your airbill for proof of services rendered or use FedEx Billing Online at fedex.com to view information on individual shipments.

fedex.com

1.800.GoFedEx.com

1.800.645.9424

**ATTACHMENT 1b to PURCHASE CARD ALERT 31**

**UPS CONUS**  
**ACCOUNT SET UP UNDER BLANKET PURCHASE AGREEMENT**  
**(BPA) NUMBER F11626-02-A-0006**

Follow these instructions to set up an account under the UPS BPA. This will allow you to receive the pricing under the BPA instead of UPS commercial pricing.

Most organizations will be establishing a new account, but if you have an existing UPS government account, it must be converted to an account under the DoD BPA. Payment will be by the OSD/WHS Purchase Card. Each cardholder **MUST** call the UPS Government Sales Office at:

202-675-4223 or 202-675-4224

The above numbers are the **ONLY** authorized phone numbers to call to accomplish account set up. UPS will provide a form to complete to set up billing under your OSD/WHS Purchase Card. You e-mail or fax the form back to the office listed above and they will set up the new account. When you complete the airbill, or process a shipment at [www.ups.com](http://www.ups.com), you will then only list the UPS account number.

**YOUR PURCHASE CARD NUMBER SHOULD NEVER APPEAR ON AN AIRBILL. IT TAKES APPROXIMATELY 5-10 BUSINESS DAYS FOR THE ACCOUNT TO BE ESTABLISHED.**

**NOTE, VERY IMPORTANT!!!!**

***IF YOU USE THE PURCHASE CARD WITHOUT FIRST SETTING UP AN ACCOUNT WITH THIS GOVERNMENT ACCOUNT OFFICE, YOU WILL BE CHARGED UPS COMMERCIAL RATES.***

When you fill out the UPS Airbill mark in Block 7 Method of Payment "Bill Shipper" and use either a pre-printed airbill with your account number or write in the account number in Block 1 "Shipment From". Shipments may also be processed online at <http://www.ups.com/content/us/en/shipping/index.html> . Instructions on how to process shipments online are found at <http://www.ups.com/content/us/en/shipping/help/create/process/index.html> .

You will receive an invoice, but will not send in payment for the invoice. Once the shipment is complete, UPS will process the charge through the US Bank and it will show up on your monthly cardholder statement. You need to keep a copy of your airbill or receipt from online shipments as proof that services were requested and the package was picked up.

You can track your packages on the UPS website by the UPS tracking number.  
[http://www.ups.com/WebTracking/track?loc=en\\_US](http://www.ups.com/WebTracking/track?loc=en_US)

Agencies can request a scheduled daily pickup of packages or have pickups made on an as-needed basis. Pickups can be scheduled by calling 800-742-5877. An important feature of this contract is that the delivery of your shipment is backed by a money-back guarantee. Packages are scheduled to reach destinations by 10:30 am on the following business day for Next Day Air deliveries.

Each cardholder will be responsible for tracking all UPS shipments.

**ATTACHMENT 1c to PURCHASE CARD ALERT 31**

# WORLD WIDE EXPRESS-3 (WWX-3) ACCOUNT SET-UP FOR OUTSIDE CONTINENTAL UNITED STATES **(OCONUS)** SMALL PACKAGE EXPRESS SHIPMENTS

In order to utilize WWX-3 rates, each DOD customer must set-up an account with one or all of the contracted carriers. It is the 'choice' of the customer on which carrier to use for WWX-3 international small package 'express' service. The DOD customer may choose to use 'one' carrier for all their required services or all 'four' carriers to complete their requirement needs.

The following procedures should provide assistance with account set up.

1. Choose the carrier (or carrier's) of your choice for OCONUS shipments:

**UPS - FedEx - ASTAR/DHL - Delta/Menlo**

2. WWX-3 contracted carriers and carrier contract award numbers are:

- |                |                  |
|----------------|------------------|
| a. UPS         | FA4428-04-D-0031 |
| b. FedEx       | FA4428-04-D-0030 |
| c. Delta/Menlo | FA4428-04-D-0029 |
| d. ASTAR/DHL   | FA4428-04-D-0028 |

3. Contact the carrier; provide the appropriate WWX-3 contract award number, state that you would like to set up a WWX-3 account for shipping services. Carrier phone numbers and web addresses are:

- a. UPS: 1-202-675-4223 <http://www.wwx.ups.com/>
- b. FedEx: 1-800-247-4747 <http://www.fedex.com/us/government/>
- c. ASTAR/DHL: 1-800-225-5345 <http://www.dhl-usa.com/usgov>
- d. Delta/Menlo: 1-800- 682-4566 [http://forwarding.menloworldwide.com/mwf/mwfweb/industries\\_associations/government/International.asp](http://forwarding.menloworldwide.com/mwf/mwfweb/industries_associations/government/International.asp)

**ATTACHMENT 2 to PURCHASE CARD ALERT 31**