

APD ALERT



Federal Express Blanket Purchase Agreement

Purpose

The purpose of this alert is to notify personnel that the ordering limit has been reached on the Departmentwide Blanket Purchase Agreement (BPA) (45-3142-4-06488) with Federal Express (FedEx) for domestic delivery services.

How does this affect me?

Effective immediately, personnel should use BPA "AG-3142-B-06-0017" to place orders with FedEx for delivery services. This is the same Departmentwide BPA with a new number under the Integrated Acquisition System.

For future reference, FedEx now has the capability to accept the purchase card for high volume users that pay FedEx air bills by purchase order or individually. Cardholders are to call 1-800-645-9424 and ask the FedEx representative to set them up for consolidated billing. When the FedEx invoice is received, the cardholders will then call FedEx and give them the appropriate information (including purchase card account number) to pay the invoice. The process for paying individual air bills remains unchanged.

For questions regarding the FedEx BPA, please contact Armenda G. Daye on 301-504-1734 or e-mail at adaye@ars.usda.gov. Questions concerning the payment of FedEx by purchase card are to be directed to Linda Wilson on 301-504-1733 or email at lwilson@ars.usda.gov.

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