ADMINISTRATIVE UPDATES

**Topic:**
- Admin Updates in AP & Travel
- Transactional F&A/Fringe Benefits
- Admin Updates in Purchasing
- Exemptions & Cash Awards
- Security Access Requests
- LSU Easy Ship

**Presented by:**
- Patrice Gremillion, AP & Travel
- Donna K. Torres
- James Frazier, Purchasing
- Larry Butcher, Bursar Operations
- Justin Thornton, FSS
- Mary Stebbing, PAS

September 7, 2010
Administrative Updates in AP & Travel

*Patrice Gremillion*
Accounts Payable & Travel
Accounting Services
AP & Travel Topics

- Electronic Payments
- VAT Recovery Program
- New Travel Agency
  - Short’s Travel Management
  - On-line Self-Booking System, STO
- Significant Changes to PM-13
Electronic Payments

- EPAYABLES
- PAYMODE
Electronic Payment Option 1

EPAYABLES

- Credit card payment initiated by the vendor
- Vendors are sent a letter with their assigned credit card account, expiration date and CVV code
- Ghost account (similar to CBA)
- Pay Option Code: EPY
EPAYABLES Vendor in PRO

PROULOC            VENDOR LOCATION    08/24/10   13:35:54

FUNCTION : VLOC  VENDOR NBR: 0011791  LOC NBR: 01
VENDOR NAME : Lod & Carole Cook Conference Center & Hotel LLC
DBA/Division:

Copy to Vendor:          Factor:          Init Add : 03/17/2006 WEBUSER
Status : ACTV 07/12/2010 Special: Last Complnt:
LSU Employe: N Empl Last 2Yr: N Dept:
LA Regions : All: Y 1: 2: 3: 4: 5: 6: 7: 8:
Addr Type : MAIL Same As: Keep All Same: Y Certify: Y
Line 1 : 3848 West Lakeshore Dr SAME MAIL
Line 2 :
City : Baton Rouge _ St: LA Zip: 70808 SAME SHIP
Country : US United States SAME REMT
Toll Free : (225)383-2665 Ext: Fax: (225)383-4200 SAME MAIL
Cont Addr : MAIL Same As: Keep All Same: Y SAME MAIL
Contact : Emily SAME REMT
Phone Nbr : (225)578-3827 Ext: SAME SHIP
E-Mail Addr: emily@lsualumni.org
Pay Option : EPY Pay Mode ID :

F2=Promenu  F3=Vendmenu  F4=Vendcmdy  F5=PrevLoc  F6=NextLoc  F9=Search

15/029
### EPAYABLES Vendor Invoice in APS

**APSO02**

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**ACTION:** V (A/ADD,C/CHANGE,D/DELETE,V/VIEW)  
**CODE:** IDC

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**VENDOR NAME** Lod & Carole Cook Conference C

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<tr>
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<table>
<thead>
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<th>ADDR3</th>
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<table>
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<table>
<thead>
<tr>
<th>CITY BATON ROUGE</th>
<th>ST LA</th>
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**FACTOR NAME**

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**FACTOR COUNTRY**

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**REP DTE** 07/23/2010  
**DOC TERMS** 000000NET  
**DISC AMT**

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<tr>
<th>SEP CHK 1099 CD ON DEMAND</th>
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**REMIT MSG**

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<th>FRT UT A/COST</th>
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</table>

<table>
<thead>
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<th>DOC AMT 99.00</th>
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**EFF DTE** 08/31/2010  
**DUE DTE** 07/23/2010  
**CK DTE** 08/18/10

| SRCE SYS AP CAN REPL CD DATE NBR LID |
|--------------------------------------|----------|------|

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<th>08/18/2010</th>
<th>AIDM ACAP22</th>
<th>LAST: 08/18/2010 CKPR APS3142</th>
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**MA 03/010**

| Connected to remote server/host isumvs.cncc.lsu.edu using lu/pool A11P0221 and port 5023 | \|lsu-gprint\CN4209 on copier-4209.lsu.edu |
Thanks!

-----Original Message-----
From: Works [mailto:WorksNoReply@works.com] On Behalf Of Louisiana State University
Sent: Wednesday, August 18, 2010 8:54 PM
To: Emily Berniard
Subject: Remittance advice for Lod & Carole Cook Conference Center & Hotel LLC

Charge Amount: $1,129.50
Vendor ID: 001179101
Vendor Name: Lod & Carole Cook Conference Center & Hotel LLC

To receive payment for the below referenced invoice(s), please charge the total amount of USD $1,129.50 on your dedicated Louisiana State University VISA card with the account ending in '9599'. By charging the amount shown as a single transaction within 72 hours, you will significantly reduce the possibility of payment complications.

If you have any questions or need assistance in charging this amount as a single transaction, please contact Accounts Payable:

Email: aptravel@lsu.edu
Phone: (225)578-1550
<table>
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<tr>
<th>Date</th>
<th>Invoice No</th>
<th>Paid Amount</th>
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</thead>
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<tr>
<td>07/23/2010</td>
<td>ID17644</td>
<td>$99.00</td>
</tr>
<tr>
<td>07/27/2010</td>
<td>MC17668</td>
<td>$119.00</td>
</tr>
<tr>
<td>07/27/2010</td>
<td>17668</td>
<td></td>
</tr>
<tr>
<td>07/27/2010</td>
<td>MC17667</td>
<td>$119.00</td>
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<tr>
<td>07/27/2010</td>
<td>MC17663</td>
<td>$119.00</td>
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<tr>
<td>07/27/2010</td>
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<td>07/27/2010</td>
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<td>07/21/2010</td>
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<td>ID17686</td>
<td>$99.00</td>
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<td>07/30/2010</td>
<td>17664</td>
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<td>07/30/2010</td>
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**TOTAL:** $1,129.50
## Payment Method Comparison

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<thead>
<tr>
<th>EPAYABLES</th>
<th>LACARTE</th>
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</thead>
<tbody>
<tr>
<td>➢ Vendor must be enrolled in PRO Vendor Database</td>
<td>➢ Vendor is not enrolled in PRO Vendor Database</td>
</tr>
<tr>
<td>➢ Vendor must elect to participate in EPAYABLES</td>
<td>➢ Vendor payments are housed in on-line PCARD system (not APS)</td>
</tr>
<tr>
<td>➢ Vendor submits an invoice to department</td>
<td>➢ Review and authorize invoice for payment</td>
</tr>
<tr>
<td>➢ Invoice is reviewed and approved for payment</td>
<td>➢ Reconcile LaCarte entry, attach invoice to entry, route entry for approval and release the entry to AP</td>
</tr>
<tr>
<td>➢ Invoice is sent to AP</td>
<td></td>
</tr>
</tbody>
</table>
Electronic Payment Option 2 (Alternate)

- ACH transaction (similar to direct deposit)
- Vendor must enroll in Paymode and provide bank information
- Pay Option Code: PMD
- Paymode Identifier is assigned
- Paymode ID is added to vendor’s record in PRO
Paymode Vendor in PRO

PROULOC  VENDOR LOCATION  08/25/10  08:35:55

FUNCTION : VLOC   VENDOR NBR: 0032089   LOC NBR: 01
VENDOR NAME : Chrome Man
DBA/Division: Init Add : 08/09/2010 lcmoore
Copy to Vendor: Factor: Lst Upd : 08/17/2010 pgremill
Status : ACTV 08/17/2010 Special: Last Complnt:
LSU Employee: N  Empl Last 2Yr: N  Dept:
LA Regions : All: Y  1: 2: 3: 4: 5: 6: 7: 8:
Addr Type : MAIL  Same As: Keep All Same: Y  Certify: Y
Line 1 : 9239 Mammoth Ave  SAME MAIL
Line 2 :
SAME REMT
City : Baton Rouge  St: LA  Zip: 70814  SAME SHIP
Country : US United States
Toll Free :
Cont Addr : MAIL  Same As: Keep All Same: Y
Contact : Brian Peters  SAME MAIL
SAME REMT
Phone Nbr : (225) 248-0680  Ext:  SAME SHIP
E-Mail Addr : chromemanthe@bellsouth.net
Pay Option : PMD  Pay Mode ID : 8090892152
F2=Promenu  F3=Vendmenu  F4=Vendcmdy  F5=PrevLoc  F6=NextLoc  F9=Search
Paymode Vendor Invoice in APS

APS017

MISCELLANEOUS CHECK REQUESTS

08/25/10 08:44:13

PAID ENTER TO CONTINUE

ACTION: V (A/ADD, C/CHANGE, D/DELETE, V/VIEW) CODE: MCR

VEND#: 003208901 DOC#: 8410

DT: MC FY: 2011 CG#: 1114110 ENCTYP: ENC#

CK: 167000 BANK: 0001

VENDOR NAME Chrome Man ADDR2 9239 Mammoth Ave

VENDOR ZIP 70814 ADDR3

VENDOR COUNTRY US CITY BATON ROUGE ST LA

FACTOR NAME ADDR2

FACTOR ZIP ADDR3

FACTOR COUNTRY PAY FACT CURR CD CITY ST

REP DT 08/04/2010 DOC TERMS 00000000 NET DISC AMT DISC DATE

DOC DT 08/04/2010 LIAB TYPE V PYMT ROUTE SEP CHK 1099 CD PROF ON DEMAND

REMIT MSG

H/C PRC MSG

S/TAX FRT UT A/COST DOC AMT 725.00

EFF DT 08/31/2010 DUE DT 08/04/2010 CHECK DT 08/19/2010

SRCE SYS AP CAN REPL: CD DATE NBR LID

STATUS PD ADD: 08/19/2010 ANCM ACAP22 CHG: 08/19/2010 CKPR APS3142

1=ENT 2=INQ 3=PCP 4=COD 9=PUR 10=APS 11=SYSTYPE 12=LOGOFF

13=COA 14=GLS 15=DRT 16=TIS 17=SRR 18=SAE

a 08/30/10

Connected to remote server/host lsunys sncc.lsu.edu using ltpool A1IP0221 and port 5023
--- On Mon, 8/23/10, Paymode_Payment_Processing <customer_service@paymode.com> wrote:

From: Paymode_Payment_Processing <customer_service@paymode.com>
Subject: PayMode Confirmation of Payment - Do Not Delete Without Reading
To: "Brian Peters" <chromemanthe@bellsouth.net>
Date: Monday, August 23, 2010, 12:47 PM

Our records indicate a payment was made to 8090892152 and will be credited to your PayMode Account. In order to preserve the confidentiality of your information, we do not provide you with specific payment information via e-mail. Please click the attached link to access your PayMode Message Box.

https://secure.paymode.com/paymode1login.jsp?z=6.20246e+08

If the text above does not appear as a hyperlink, please copy and paste the URL into your browser.
## Remittance Detail


Return to Disburser Payment Report

Company Name: Louisiana State University

Disburser Account: LSU PAYABLES

Payments Received On: 08/19/2010

<table>
<thead>
<tr>
<th>DPA #</th>
<th>Payment Reference #</th>
<th>Payment Status</th>
<th>Collector Account ID</th>
<th>Payment Method</th>
<th>Debit/Issue Date</th>
<th>Credit/Cleared Date</th>
<th>Bank Account #</th>
<th>Payment Amount</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>71565766</td>
<td>20100819-11879000</td>
<td>Processed Successfully</td>
<td>0090192152</td>
<td>PayMode ACH</td>
<td>08/23/2010</td>
<td>08/24/2010</td>
<td>XXXX0051</td>
<td>$725.00</td>
<td>NO</td>
</tr>
</tbody>
</table>

- **Paid Invoice Amount**: $725.00
- **Grand Totals**: Total Count and Sum for 08/19/2010: 1 payment(s) for $725.00
  - Total Count and Sum for LSU.PAYABLES: 1 payment(s) for $725.00
VAT Recovery Program
VAT Recovery Program

- Contracted with Universal VAT Services
- Eligible expenses includes housing/lodging expenses, meals, telephone charges, books and supplies, conference fees, taxis, chartered bus, car rentals, train, parking and other transportation.
- Goods and Services tax (GST) is refundable if levied on international purchases.
- **Original receipts** for international travel expenses must be sent to AP regardless of the reimbursement/payment method:
  - Expenses Reimbursed via AS300 “Travel Expense Reimbursement Request” - original receipts should be attached
  - Expenses Paid via LaCarte - Once travel receipts are scanned for a LaCarte entry, the original receipts should be sent to AP along with a copy of the approved AS292 form. **Do not destroy the original receipts.**
- VAT recovery period is on a calendar year basis with a 6-month grace period following the end of the calendar year.
- Jackie Chen is the AP contact for coordinating the submission of original receipts to seek a VAT and/or GST refund.
New Travel Agency

- Short’s Travel Management
- On-line Self-Booking System, STO
Short’s Travel Management

How to contact Short’s Travel:

- E-mail: state@shortstravel.com
- Toll Free Phone: 1-888-846-6810 (24/7)
- *(Call to book international travel)*

Hours of Operation:

- Core Hours: Monday – Friday,
  - 8:00 am CT – 5:00 pm CT
- After-Hours: Nights, Weekends, Holidays

On-line Self Booking Tool:

- www.shortstravel.com/lsu
- User Name: Employee’s PAWS ID
- Password: Isutigers1 (all lowercase)
- New Password: (lowercase, 8 characters + one number)
## Transaction Fee Structure

A transaction fee will be charged per ticket issued.

<table>
<thead>
<tr>
<th>Service</th>
<th>Air</th>
<th>Car Only</th>
<th>Hotel Only</th>
<th>Refund</th>
<th>Void</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online:</strong></td>
<td>$5.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Direct with an Agent:</strong></td>
<td>$24.00</td>
<td>$5.00*</td>
<td>$5.00*</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Group (10 + Travelers)</strong></td>
<td></td>
<td></td>
<td>$20.00 Surcharge per booking</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>After-Hours Service</strong></td>
<td></td>
<td></td>
<td></td>
<td>$15.00 Per Call</td>
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</tbody>
</table>

* Fee charged when booked without air
Basic Profile Information was loaded for:

- Faculty/Academic employees
- Professional employees
- CBA Approvers
- Travel Arrangers/Coordinators

Graduate students traveling on University business will have profiles created upon request.
Webinar Trainings for STO

Registration will be required to attend the webinar training. To register, please go to Travel on the AP & Travel website, select Short’s Travel Management and click on Short’s Travel Online Training for the link or go directly to https://www.planningpoint.net/Events/LSUSTO.

The webinar trainings are scheduled as follows:

- **Tuesday, September 7**th
  - 3:00 PM

- **Monday, September 13**th
  - 11:00 AM

- **Tuesday, September 21**st
  - 2:00 PM
Agent-Assisted Travel Arrangements

- International Travel
- Group Travel (10 or more)
Significant Changes to PM-13

PM-13: LSU’s University Travel Regulations
Significant Changes to PM-13

Airport Shuttle Limousines & Taxis now require a receipt
- Tips are allowed up to 15%
- Tip amount must be included in the receipt

Rental Vehicle
- Compact or mid-size/intermediate vehicle
- Department Head approval is required for a rental vehicle above a “full size” vehicle
Significant Changes to PM-13

- **Hold Harmless Agreement** - Unauthorized individuals should not be transported in University-owned or rental vehicles (e.g. spouse, children, colleagues at conferences, etc.).

- **Students** should **not** drive a University-owned or rental vehicles for use on official University business if the student is **not** an employee of the University.
Significant Changes to PM-13

- **Visas & Immunizations** are reimbursable when traveling on University business.

- **Passports** may be reimbursed upon a detailed justification request, approved by the Department Head, which explains the business purpose for obtaining the passport.
Significant Changes to PM-13

- **Refreshments** shall not exceed $4.50 per person, per morning and/or afternoon sessions, for both catered and self-catered approved events.
AP & Travel Website Updates

The following documents have been updated on the AP & Travel website:

- PM-13, University Travel Regulations
- In-State Contract Vehicle Rental Rates (State Motor Pool Rental Contract for Business Travel)
- Out-of-State Vehicle Rental Rates
- In-State Louisiana Hotel Directory
- AS292 & AS516
- LSU Pocket Travel Guide (on-line only)
- Travel Orientation Brochure (on-line only)

Note: There are no changes to the AS300: Travel Expense Reimbursement Request. This form is not available on the AP & Travel website.
Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting & Financial Services

Transactional F&A/Fringe Benefits
Effective September 1, 2010, F&A and fringe benefits will be calculated on a per transaction basis on sponsored program accounts. Therefore, any entry that has an effective date of 9/1/2010 or later will have F&A and fringe benefits programmatically calculated on the entry once the initiator hits F3 to end entry.
<table>
<thead>
<tr>
<th>LINE/PR</th>
<th>DESC/VR</th>
<th>DOC#</th>
<th>ACCT</th>
<th>TT</th>
<th>OBJ</th>
<th>PROJ</th>
<th>DEBIT</th>
<th>AMOUNT</th>
<th>CREDIT</th>
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**TOTAL:** 1,617.00 1,617.00
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**TOTAL:** 1,617.00

**APPROVAL**

**APPROVAL**
Administrative Updates in Purchasing

James Frazier
Purchasing
Purchasing Topics

- Governor’s Small Purchases Executive Order No. BJ 2010-16 Effective August 27, 2010

- Non-Competitive Purchases FASOP: PUR-01
Small Purchases Executive Order
Governor’s Small Purchases
Executive Order No. BJ 2010-16

- Effective August 27, 2010
- Increased the Non-Competitive Threshold from $1,000 to $5,000.
- Increased the Delegated Bid Authority for Departments electing to assume the responsibility for adherence to University and State purchasing policy and procedure to solicit competitive price quotations from at least three (3) bona fide bidders for purchase of supplies, equipment and operating services valued $5,000 to up to $15,000.
- All price quotations for purchases in excess of $15,000 must still be obtained by the Purchasing Office.
- The sealed bid threshold remains unchanged for purchases in excess of $25,000.
- Deletion of web-based subscription services from the non-competitive exemption limit.
- Limited the exemption for equipments moves provided by the original equipment manufacturer or authorized dealer to $25,000 per transactions.
- All other provision pretty much remained the same from the previous executive order.
Non-Competitive Purchases
Non-Competitive Purchases FASOP: PUR-01

- Does not pertain to the purchase of taggable property (equipment) in the 7000 object code (tangible non-consumable moveable property with a unit cost of $1,000 or more and a useful life of one year or more with the exception of animals and livestock), nor does it apply to personal, professional and consulting services where a contract is required or where there is a need to agree to ownership of deliverable or where evidence of insurance is required.

- Scientific and Laboratory Supplies – Can be purchased up to the LaCarte limit not to exceed $25,000 per purchase. Purchase must meet all of the following criteria: 1) Must be verifiable scientific or laboratory supplies; 2) Must be purchased from a scientific or laboratory provider, and 3) Must be paid from an account designated as “Research” [i.e., a one (1) in the seventh digit]. **Services and equipment** are not included and **must** be requisitioned subject to State and University purchasing rules, regulations and policies.

- Bus Charters – Only when the state-contracted travel agency for chartered buses provides services procured as per PM-13, University Travel Regulations.
Exemptions & Cash Awards

Larry Butcher
Bursar Operations
Accounting Services
Exemptions & Cash Awards

Exemption & Cash Award Activity reports will soon be available via Reporting Tools.

- August reports will be distributed in September.
- September reports will be available on-line via Reporting Tools.
- Use the HTML option when printing a copy that is signed and sent to Financial Aid.
Security Access Requests

Justin Thornton
Financial Systems Services (FSS)
Electronic Security Access Request Procedure

- Report of current access will be distributed to departments
- Accessible via PAWS
- Requests to Add and Remove Access
- Electronic Routing and Approvals
- E-mail Approval Functionality
Mary Stebbing
Procurement Auxiliary Services (PAS)
Welcome to

www.easyship.lsu.edu
LSU has a new way to send and track your FedEx and UPS packages.

- As of September 15, the University will have implemented a new courier savings service, called LSU Easy Ship. To access, log on with your myLSU ID at www.easyship.lsu.edu.

- LSU Easy Ship allows you to compare FedEx and UPS rates, print labels on standard 8.5x11 paper, and track your outgoing packages, all from your desktop.

- The best part is that LSU has secured preferential rates with the couriers. This will translate to an average savings across all package types of 8%. And savings on standard overnight service could be even better, averaging up to 19%.
Besides lower rates, LSU Easy Ship also provides:

- At-a-glance rate comparison
- Centralized tracking system
- Automatic e-mail notifications
- Personal address books
- Elimination of individual LaCarte reconciliations; central payment via LaCarte so rebate neutral
- Weekly billing via IT
- Customized reports which reconcile to ledgers
How to use LSU Easy Ship:

- Prepare your package, parcel or letter for shipment.
- Using an internet browser, go to www.easyship.lsu.edu.
- Log on with your myLSU ID. Enter information in appropriate fields, such as address, recipient, budget code, and package details.
  - Unless access to a scale is available, the weight will need to be estimated. Couriers will reweigh a package if it appears grossly underestimated, and add appropriate surcharges. University Stores has an on-site scale to weigh the package, and then process for added convenience.
- Print a label on standard 8.5x11 paper and adhere to your package.
- Await scheduled pickup from courier, place in a campus drop box or bring to University Stores for pickup.
  - FedEx drop boxes are for air and express packages only. FedEx ground packages can be picked up on regularly scheduled service routes, called into FedEx for on-demand pickup, or brought to University Stores for pickup.
  - UPS drop boxes are for all package types. If your package does not fit in a drop box, please have it picked up on your regularly scheduled service route (if applicable), or bring to University Stores for pickup.
What’s new

- Charges for courier services with LSU Easy Ship can only be incurred against LSU budget codes. Individual LaCarte cards or direct charges are not accepted forms of payment.

- Users should not access courier services via any vendor website. The University’s reduced rates for shipping are only available via LSU Easy Ship ([www.easyship.lsu.edu](http://www.easyship.lsu.edu)).

- International shipments **must** be brought to University Stores for processing.

- Hazmat shipments **must** be approved by EH&S and processed at University Stores.

- LSU Easy Ship is administered by University Stores. Please direct any inquiries or technical problems to [easyship@lsu.edu](mailto:easyship@lsu.edu).
Keep these tips in mind...

- Do not include dashes when entering budget code.
- If shipping to a residential address, be aware that the couriers impose a surcharge.
- Labels are generated in a pop up window so be aware of pop up blockers.
- Couriers recommend using a pouch or taping completely over the label to prevent smudges.
- Email notifications can be sent to any valid email address.
- Currently scheduled pickups for both couriers will continue. FedEx will provide unscheduled pickups at no charge. We recommend using established pickups for UPS, while we continue to negotiate for unscheduled pickups.
- FedEx shipments require a recipient phone number.
- Package dimensions should be entered if courier packaging is not used.
Both UPS and FedEx offer free packaging supplies for air and express shipments. University Stores will keep a stock of these items, as well as pouches for the labels. Please request by sending an e-mail to easyship@lsu.edu.

Departments must provide their own packaging supplies for ground shipments.

If you need assistance with preparing your package for shipment, University Stores can personally assist you at its showroom on Skip Bertman Drive.
Need more help?

- For training documents and maps of FedEx and UPS drop boxes, please visit: [http://pas.lsu.edu/university-stores/lsu-easy-ship](http://pas.lsu.edu/university-stores/lsu-easy-ship).


  - UPS Packaging Guidelines: [http://www.ups.org/content/se/en/resources/ship/packaging/guidelines.html](http://www.ups.org/content/se/en/resources/ship/packaging/guidelines.html)

- If you have any questions, please send them to [easyship@lsu.edu](mailto:easyship@lsu.edu).
Walk through shipping a package screens

LSU UNIVERSITY STORES EASYSHIP
Log on screen

http://www.easyship.lsu.edu/

User Login

User ID:
mstebb1
Password:

Welcome to SendSuite Desktop

Welcome to LSU EasyShip!!!

Login with your LSU network login ID and Password.

If this is your first visit to EasyShip you will be prompted to complete your profile information upon login. Be sure to choose LSU as your home and active site.
Welcome to LSU EasyShip!

Login with your LSU network login ID and Password.

If this is your first visit to EasyShip you will be prompted to complete your profile information upon login. Be sure to choose LSU as your home and active site.

Carrier:
Federal Express

Tracking #

Edit My Profile  Import Recipients

Track
Delivery, Packing, Reference & Misc Screen

**Delivery Options**
- **Deliver By:**
  - Monday 9/6/2010
  - Time: 12 Noon
- **Special Instructions:**

**Notification:**
- Email: mstebb1@lsu.edu

**Packaging**
- **Package Type:**
  - Letter
- **Weight:**
  - 1 Lbs
  - 0 Oz
- **Dimensions:**
  - Length: 0 inch(s)
  - Width: 0 inch(s)
  - Height: 0 inch(s)

**Miscellaneous**
- **Sent For:**
  - my professor

**Special Services**
- **Declared Value:**
  - 0
- **Signature Required:**

LSU UNIVERSITY STORES EASYSHIP
## Rate Shop Screen

### Rate Shop Results

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<td>FedEx 8:00 AM $22.87</td>
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<td>10:30 AM</td>
<td>FedEx 10:30 AM $34.46</td>
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<td>12:00 Noon</td>
<td>FedEx EOD $33.30</td>
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<td>3:00 PM</td>
<td>FedEx 3:00 PM $9.36</td>
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EOD = End Of Day
Rate Shop Screen, cont’d

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<td>FedEx Ground@</td>
<td>EOD Not Guaranteed</td>
<td>$6.88</td>
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EOD = End Of Day
Rate Shop Screen, cont’d

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<td>FedEx 8:00 AM $62.87</td>
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<tr>
<td>10:30 AM</td>
<td>FedEx 10:30 AM $9.46</td>
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<td>12:00 Noon</td>
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<tr>
<td>EOD</td>
<td></td>
<td>FedEx EOD $6.30</td>
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</table>

EOD = End Of Day

Select Service: FedEx Ground®
A lower cost option is available for the delivery date and time selected.

Back   Next
Review Screen

Review the shipment request information below. Click the Print Ship Request or the Print Label button if the information is correct or click the Edit button to edit the information. Click the Cancel button to start over.

**Sender**
- First Name: Mary
- Last Name: Stobbing
- Email: mssteb1@lsu.edu
- Phone: 2255780613
- Budget Code: 192589601

**Recipient**
- Ship To 1: Very Important Company
- Ship To 2: 10000 Northwest Freeway
- Address 1: Houston, TX 77092
- Address 2: United States - US
- Address Type: Commercial
- Delivery Options:
  - Carrier: FedEx Ground®
  - Notify By: Email mssteb1@lsu.edu
  - Delivery Notification: dstores@lsu.edu

**Packaging**
- Package Type: Letter
- Weight: 1 Lbs 0 Oz
- Length: 0
- Width: 0
- Height: 0
- Number of Labels: 1

**Miscellaneous:**

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**LSU UNIVERSITY STORES EASYSHIP**
Label comes in a pop up window
Q & A

- Questions
- Suggestions for Future Topics
Next Month’s Meeting & Topic

When: Tue, Oct 5th at 9:30 to 11:00 am

Where: 225 Peabody Hall

What: HRS

Suggestions for future topics or questions regarding these meetings should be sent to Maria Cazes at mcazes@lsu.edu.