

Auburn University
Procurement and Business Services
UPS Account Set Up

Instructions:

- 1) Complete the UPS New Account Set Up spreadsheet below
- 2) Select "**Email Your New Account Request**" link at the page bottom
- 3) Copy the completed UPS New Account Set Up spreadsheet
- 4) Paste the completed UPS New Account Set Up spreadsheet into the email

SHIPPING ADDRESS

Account Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Phone #: _____ Fax #: _____
Email Address: _____
Pick Up Pick Up Time: _____ Close Time: _____
Pick Up Location: _____
Shipping Solution Campus Ship: Y/N _____ Worldship: Y/N _____

BILLING ADDRESS

Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Phone #: _____ Fax #: _____
Email Address: _____
Procurement Card: Y/N _____

Email Your New Account Request

ALL ITEMS BELOW ARE FOR UPS USE ONLY

UPS ACCOUNT #: _____
Parent#: _____
Main#: _____
Deferred#: _____