

FedEx is now designated as MIT's preferred supplier for express shipping. As a member of the Educational and Institutional Cooperative (E&I), the largest higher educational buying organization group in the country, MIT has been afforded the privilege to buy under this new arrangement with FedEx. This new contract carries very competitive rates never offered before. You may view sample prices at:

<https://vpf.mit.edu/content/download/4577/23110/file/dhl%20vs%20fedex.pdf>

In addition DHL recently announced that they are discontinuing domestic shipping as of January 30, 2009. They will continue to process international shipments.

The result of this change means departments, labs, and centers will need to set up an account with Federal Express for domestic and international shipments.

The recommended payment process for FedEx is the MIT Procurement Card, however if that is not an option a blanket purchase order will be required.

If you already have an account with FedEx you do not need to take any action. FedEx has loaded the new pricing to all existing accounts.

If you are a new customer with FedEx, please go to the E&I web link <https://www.eandi.org/fedex/application.aspx> to set up an account.

You need to enter this required information into the E&I website whether you decide to use a blanket order and receive paper invoices or if you plan on using a procurement credit card.

**Please enter:**

- Your department information in the "Institution Information" section, (example: MIT/Procurement Dept.)
- "Pick up Information" (location as to where package should be picked-up)
- "Billing Information" (77 Massachusetts Avenue, **your Bldg#/Room#**, Cambridge, MA 02139)

Any new account set up will be followed up by a FedEx representative to ensure desired billing method is accurate.

**Options for air bills:** Once you have established a new account you can create an air bill on line at [fedex.com](http://fedex.com). It is the best way to insure that all accurate and necessary information is captured to insure on time delivery.

**Options for package pick up:**

Customers can use [fedex.com](http://fedex.com) to schedule pick ups or call 800-463-3339,

**FedEx Contact**

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