It is the request of the Purchasing Department at George Mason, that all departments/units currently utilizing express mail services set up their own individual accounts. By setting up these accounts, departments will have cleaner billing, more responsive customer service, and lower prices. Please see below to aid in setting up these accounts.

-Thanks
The Mail Hub

Contract: NASPO MA454*

*Any accounts that were under the expired E&I contract will automatically transition to NASPO contract pricing effective 10/1/2018. No further action is required if you previously had an E&I FedEx Account. The 9 digit account number will remain the same.

Payment: P-Card or Direct Bill

Account Set-up:

2. Email the spreadsheet to stategov@fedex.com to request an account.

**IMPORTANT CONTACT NUMBERS:**

- Government Customer Hotline: 800-645-9424
- Government Billing: 800-645-9424/ govt@fedex.com
- Technical / Web Support: 877-339-2774
Contract: E&I CNR01461
Payment: P-Card or Direct Bill

Account Set-up:

1. Access the E&I website (you do not need to be a registered member or logged in):
   https://www.eandi.org/lop-rfi/ups-lop/

2. Fill out the registration form with as much detail as possible. If you do not already have an existing UPS account, select “We are a new UPS customer.” If you already have an account, but it isn’t under E&I pricing, you would select “We are a current UPS customer” to transfer your account.

3. The Institution Name is George Mason Univ (Fairfax, VA). Use your department specific information to fill out the remaining fields.

4. You will receive an email confirmation your application has been received.

**IMPORTANT CONTACTS:**

- UPS Enterprise Support Team: 800-877-1497
  enterprisesupport@ups.com
- International Support: 800-782-7892
- UPS Freight: 800-333-7400
- Worldship Support: 888-553-1118
- CampusShip Help Desk: 877-289-6418
- Internet Shipping Support: 877-289-6418
- Billing Support: 800-811-1648
- UPS Billing Center: 866-717-2692
- QVM/Visibility Support: 800-247-9035