

Title: Traffic/Courier Guide
Subject: Table of Contents
Category: Purchasing Services, Services Section
 Financial Services: www.fin.uoguelph.ca
 Mail Services Contacts and
 Purchasing Services Contacts: **Our People**

Website References in Document:

Index 7. Purolator Courier: www.purolator.com
 Index 8. Federal Express Courier: www.fedex.ca
Imbedded Form Samples: Traffic Courier Guide, Index 7. 8.

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For **Transportation of Dangerous Goods**, please refer to **Mail Services Guidelines**; contact, Kevin Ecott, Mail Services Our People.

1. [Introduction](#)

This courier guide has been developed to provide departments with approximate costs to ship goods by courier to various national and international destinations. **** Rates are NOT included on the Web but can be obtained from the Purchasing Services Contact, Linda Smith.**

2. [Contracted Carriers](#)

To maximize shipping discounts, contracts have been established in conjunction with the Ontario Government and other Ontario Universities. The two major carriers contracted to service these agencies are Purolator Courier and Federal Express.

3. [Waybill or Bill of Lading Requests - On Line Systems Preferred](#)

Federal Express:

- Shipments should be processed on Federal Express Computer System. To set-up an account, contact your departmental Administrator.

Purolator Courier:

- Shipments should be processed on Purolator Webship Computer System. To set-up an account, contact Linda Smith, Purchasing Services.

Purchasing Services:

- Requests for Purolator Waybills can be directed to Linda Smith, Purchasing Services.

4. [Preparing the Waybill or Bill of Lading](#)

Documentation is included in this package which provides direction on preparing the Waybill or Bill of Lading. As the Waybill / Bill of Lading is the governing contract between the University and the courier, it is important the document is completed in detail. To expedite the processing of courier invoices for payment, ensure your departmental charge code is indicated in the appropriate section of the Waybill / Bill of Lading.

5. [Limitation of Liability](#)

In accordance with transportation legislation, the **courier's liability for loss or damaged shipments** is limited to **\$2.00 per pound** or \$4.41 per kilogram **UNLESS A HIGHER VALUE has been declared by the shipper on the Waybill / Bill of Lading at the time of shipment**. It is imperative the actual value of the goods be identified in the event a claim has to be filed with the courier company.

6. [Filing a Loss or Damage Claim](#)

Concealed damage must be reported to the courier company within 48 hours of receipt. Damage which is visible on the package must be noted on the delivery document and reported to the courier company upon receipt. **Written notice** of the claim must also be submitted **within sixty (60) days**. It is **IMPORTANT** to **retain** the **original packaging** until the claim is finalized.

Additional information on transporting goods can be obtained by contacting:
Linda Smith, Purchasing Services.

REGULAR BILL OF LADING

7. Purolator Courier

7.1. Purolator Courier - Sample Form:

PLEASE PRINT CLEARLY OR TYPE / VEUILLEZ IMPRIMER OU ÉCRIRE EN LETTRES MOULÉES

BILL TO ACCOUNT NO. / N° DE COMPTE À FACTURER: 0000000

IMPORTANT - TÉLÉPHONE: (519) 824 4120

SENDER (FROM) / EXPÉDITEUR (DE): UNIVERSITY OF GUELPH

STREET ADDRESS / ADRESSE (N° ET RUE): DEPARTMENT NAME

CITY / VILLE: GUELPH

PROV./STATE/ÉTAT: ONT.

POSTAL / ZIP: N1G 2W1

RECEIVER (TO) / DESTINATAIRE (À):

STREET ADDRESS / ADRESSE (N° ET RUE):

STREET ADDRESS REQUIRED - P.O. BOX NOT ACCEPTABLE

CITY / VILLE:

PROV./STATE/ÉTAT:

POSTAL / ZIP:

ATTN: (NAME / DEPT.) / À L'ATTENTION DE (NOM / SERVICE):

IMPORTANT - TÉLÉPHONE:

DESCRIPTION (INCLUDING DANGEROUS GOODS / INCLUANT MARCHANDISES DANGEREUSES): DO NOT SHIP CASH / N'ENVOYEZ PAS D'ESPÈCES

SENDER REFERENCE (IF ANY) / REF. DE L'EXPÉD.: FUND-UNIT-GRANT or PROJECT (15#s)

PICK UP / CUEILLETTE - N° DE CONF:

SENDER SIGNATURE / SIGNATURE DE L'EXPÉDITEUR: X

SEE CONDITIONS OF CARRIAGE ON REVERSE / CONDITIONS DE TRANSPORT AU VERSO: X

SHIP MODE / MODE DE TRANSPORT: AIR AERIEN, GROUND ROUTIER

PKG / EMBAL: PURO-LETTER, PURO-PAK, OTHER AUTRE

SERVICE: 9 AM, 10:30 AM, SATURDAY SAMEDI

PAYMENT / PAIEMENT: CASH COMPTANT, CREDIT CARD CARTE DE CREDIT

3rd PARTY TIERS

SHIPMENT / DETAILS / EXPÉDITION: #Nbre PCS (4 MAXIMUM), WEIGHT / POIDS (KG, LB)

DECLARED VALUE / VALEUR DÉCLARÉE: \$5,000 MAX, MAX 5 000 \$

BILL OF LADING NO. - NOT NEGOTIABLE / N° DE CONNaisseMENT - NON NEGOCIABLE: 2031 703 8139

Purolator logo

1 888 SHIP-123 www.purolator.com

COURIER INITIALS / INITIALES DU COURRIER

COURIER ROUTE / ITINÉRAIRE DU COURRIER

MO / DY/JR YR/AN

NO./N° TYPE: VISA, MC, AMEX

EXP. DATE / D'EXP.

THIRD PARTY ACCT. NO. / N° DE COMPTE DU TIERS

CHARGES / FRAIS: TOTAL AMOUNT / MONTANT TOTAL

THIRD PARTY BILLING NAME & ADDRESS / FACTURATION À UN TIERS (NOM & ADRESSE)

LIMITATION OF LIABILITY - IMPORTANT - PLEASE READ / LIMITATION DE RESPONSABILITÉ - IMPORTANT - LISEZ S.V.P.

001 2031703813

7.2. Purolator Courier - Preparation of Waybill:

- Your Purolator Account Number.
- The date.
- Sender's name, address and postal / zip code.
- Receiver's name, address and postal / zip code, contact name and contact phone number.
- Describe contents accurately, such as "documents".
- For dutiable U.S. shipments only an I.R.S. number is required.
- Shipper's signature.
- Type of Service:
 - 9am Day Starter
 - 10:30am delivery
 - Saturday service
 - Air or ground service.
- Check desired billing instructions.
- Indicate number of pieces and total weight.
- Declared value of goods, for insurance purposes.
- If paying by credit card (Visa or Master Card):
 - list number and expiry date.
- Sender Reference Field must be filled in with G.L. Coding, 15 numbers.

- Purolator will not deliver to P.O. Box.

7.3. Purolator Courier - Supplier Information:

Purolator Courier	Website: www.purolator.com
ACCOUNT NUMBER	<ul style="list-style-type: none"> • Use Account Number, per Departmental Financial Administrator, or contact Linda Smith, Purchasing Services.
PHONE FOR PICK-UP	<ul style="list-style-type: none"> • (800) 387-3027
INSURANCE COVERAGE	<ul style="list-style-type: none"> • Up to \$250.00 included in rate if declared. • Over \$250.00, Contact Linda Smith, Purchasing Services..
INSURANCE COVERAGE	<ul style="list-style-type: none"> • \$5,000.00 • Over \$5,000.00, need prior approval, Call 800-387-3027
WEIGHT PER PARCEL	<ul style="list-style-type: none"> • 70 lbs. • any weight over 70 lbs requires heavy weight service
SHIPMENTS OF DANGEROUS GOODS	<ul style="list-style-type: none"> • For document requirements: <ul style="list-style-type: none"> ◦ Contact Mail Services, Mailroom (519) 824-4120 x52264.
SHIPMENTS OUT OF CANADA	<ul style="list-style-type: none"> • Require customs papers: <ul style="list-style-type: none"> ◦ Contact Purchasing Services, Linda Smith.

8. Federal Express

8.1. Federal Express - Sample Form:

FedEx Express

International Air Waybill

Lettre de transport aerien internationale

For FedEx services worldwide / Pour les services internationaux de FedEx

440 / 500

27 31 74 81

Sender's Copy
Copie expéditeur

1 From / Expéditeur Please print and print firmly / Écrivez en caractères d'imprimerie. Appuyez fermement.

Date: 01/01/2008 Sender's FedEx Account Number / N° de compte FedEx de l'expéditeur: _____

Sender's Name / Nom de l'expéditeur: _____ Phone / Téléphone: 5198244120

Company / Nom de la société: UNIVERSITY OF GUELPH

Address / Adresse: _____

City / Ville: GUELPH Province / État: ON CANADA Postal Code / Code postal: N1G2W1

2 Your Internal Reference / Votre référence interne
First 24 characters will appear on invoice. Les 24 premiers caractères apparaîtront sur la facture.

3 To / Destinataire

Recipient's Name / Nom du destinataire: _____ Phone / Téléphone: _____

Company / Nom de la société: _____

Address / Adresse: _____

City / Ville: _____ State / Province / État: _____

Country / Pays: _____ ZIP/Postal Code / Code postal: _____

4 Shipment Information / Informations sur l'envoi

Total Packages / Nombre total de colis: _____ Total Weight / Poids total: _____

Commodity Description / Description de la marchandise	Harmonized Code / Code harmonisé	Country of Manufacture / Pays de fabrication	Value for Customs / Valeur déclarée à la douane

5 Express Package Service / Service colis express

FedEx International Priority FedEx International First

FedEx International Economy

6 Packaging / Emballage

FedEx Envelope FedEx Pak FedEx 10kg Box FedEx 25kg Box Other

7 Special Handling / Manutention spéciale

HOLD at FedEx Location / RETENIR à la succursale FedEx SATURDAY Delivery / Livrer le SAMEDI

8a Payment Bill transportation charges to: / Paiement Facturer le transport à:

Sender / Expéditeur Recipient / Destinataire Third Party / Tierce partie Credit Card / Carte de crédit Cash/Cheque / Argent liquide/Chèque

8b Payment Bill Customs charges to: / Paiement Facturer les droits de douane à:

Sender / Expéditeur Recipient / Destinataire Third Party / Tierce partie

9 Required Signature / Signature requise

Sender's Signature / Signature de l'expéditeur: _____ Date Executed / Date de signature: _____

Tracking Information:

FedEx Tracking Number / Numéro de suivi FedEx: 8460 4756 7017

Form ID / N° du formulaire: 473

VOID

SAMPLE

Try online shipping at www.fedex.ca / Essayez le service d'expédition en ligne à www.fedex.ca

Sender's Copy / Copie expéditeur

For packages over 100 (50 kg), Dangerous Goods Broker Select, please use FedEx Expanded Service International Air Waybill. Not all services and options are available to all destinations. Veuillez utiliser la lettre de transport aérien internationale détaillée pour les envois de colis de plus de 100 kg ou encore si vous utilisez l'option Broker Select. Services et options ne sont pas disponibles pour toutes les destinations.

8.2. Federal Express – Preparation of Waybill:

- Indicate Sender's name, address and postal code including department name.
- Under Sender Reference, identify your departmental charge code, 21 digit number.
- Complete in detail:
 - Recipient's contact name, company name, address, zip code and phone number.
- Type of delivery service:
 - Choice only use "Priority"
 - FedEx will not deliver to P.O. Box numbers.
- Indicate type of packaging.
- Check appropriate box for delivery instructions.
 - Weekday deliveries are the most economical.
- Check desired billing instructions.
 - If recipient is paying, indicate their FedEx account number.
- Indicate the party who will pay for applicable duty or taxes.
- Provide a detailed description of the packaging and contents.
 - If shipping business documents or publications
 - Indicate a value for customs and insurance purposes.
 - All other shipments:
 - Contact Purchasing Services, Linda Smith for details.
- Sign waybill and date.

Federal Express - Supplier Information:

Federal Express	Website: www.fedex.ca
ACCOUNT NUMBER	<ul style="list-style-type: none"> • Use Account Number, per Departmental Financial Administrator. • To set-up Departmental Account Number, contact Linda Smith, Purchasing Services.
PHONE FOR PICK-UP	<ul style="list-style-type: none"> • (800) 463-3339
INSURANCE COVERAGE	<ul style="list-style-type: none"> • Up to \$100.00 included in rate if declared.
INSURANCE SURCHARGE	<ul style="list-style-type: none"> • Over \$100.00: <ul style="list-style-type: none"> ◦ add \$1.00 each additional \$100.00 value.
MAX. INSURANCE COVERAGE	<ul style="list-style-type: none"> • \$50,000.00 CDN
MAX. WEIGHT PER PARCEL	<ul style="list-style-type: none"> • Canada / USA: <ul style="list-style-type: none"> ◦ 150 lbs. • Europe: <ul style="list-style-type: none"> ◦ 110 lbs.
MAX. WEIGHT PER SHIPMENT	<ul style="list-style-type: none"> • Unlimited
SHIPMENTS OF DANGEROUS GOODS	<ul style="list-style-type: none"> • For document requirements: <ul style="list-style-type: none"> ◦ Contact Mail Services, Mailroom (519) 824-4120 x52264.
SHIPMENTS OUT OF CANADA	<ul style="list-style-type: none"> • Require customs papers: <ul style="list-style-type: none"> ◦ Contact Purchasing Services, Linda Smith.