

FEDERAL EXPRESS INSTRUCTIONS

The State of South Carolina has issued a five year contract with Federal Express which gives Winthrop additional discounts. Your shipments must be connected to the State Contract Federal Express account number.

To be activated for Federal Express shipments on the State Contract, you need to send an email to the Administrator for FedEx (on campus) fedexadmin@winthrop.edu requesting to be setup. Also, if there are any deletions such as people leaving Winthrop or changing offices, please notify the Administrator by email.

There are two different FedEx trucks that deliver to the campus on a daily basis, and they are as follows:

Priority Mail – will be delivered by 10:30 am if it is Early Delivery Mail. If there is no priority mail, the truck will be on campus before noon. If you have priority mail after the truck delivers, you can drop it in the FedEx box in front of Bancroft. If the package is too large to get into the box and it must go that day then other arrangements would have to be made.

Ground Mail – the delivery/pickup truck will come on campus in the late afternoon. Ground shipments should be in Central Receiving by 2:30pm or they can be dropped in the FedEx box in front of Bancroft.