

## eShip Global Overview

### **eShip Global and Services**

Following a RFP process, UH contracted with eShip Global to provide express shipping services for university departments to help manage their shipping needs and reduce costs. (The contract runs from February 15, 2009 to February 14, 2014). Instead of placing a shipping order with a vendor, such as FedEx and UPS, university departments can go to the eShip Global website and view all shipping options (i.e., overnight, next day, 2-day delivery, etc.) available from different shipping companies. All shipping charges listed on the website reflect appropriate discounts (state rate or E&I rate) and eShip Global will ensure these are the lowest charges. The website will allow the university departments to schedule a pickup, monitor the shipping status, and run a report for all or selected activities in the departments. eShip Global charges \$0.75 for each domestic shipment and \$1.00 for international shipments, which will be added to the department's bill. The eShip Global website will be accessed through a link in the Finance System. A security role will be created that allows authorized individuals access to that link.

eShip Global is a certified Texas HUB vendor, who already provides this service for several campuses within UT System, as well as other universities.

### **Payment Process**

The departments are required to enter their cost centers to be charged for the shipments at the time of order. On a weekly basis, eShip Global will send an electronic file containing all charges and cost center information. The file will be automatically converted into vouchers for payments. Accounts Payable will monitor the eShip Global vouchers to make sure all payments are generated. Accounts payable will handle any errors on the vouchers.

### **Current Status**

Technical group is working on (1) setting up an authentication process (sign-up process), (2) providing a cost center file to eShip Global that they will use to verify cost centers entered on their website, and (3) setting up a voucher conversion process for the electronic file/invoice. Accounts Payable is currently working on the procedures. Once the cost center file is sent to eShip Global, Accounts Payable will test the cost center entries and validation process in the eShip Global system. The voucher conversion process will be also tested.

### **Time Table**

We would like to complete the following tests by June 12, 2009.

- Send updated cost center file to eShip Global
- Place orders, cost center entries, validation process in the eShip Global system
- Receive electronic file/invoice and run a process to convert it to vouchers
- Process vouchers for payment

Our goal is to conduct a pilot program in July 2009. Accounts Payable is currently selecting a group for the program.

### **Other Campuses**

Once the program is implemented at UH, it will be available to other campuses. UH Accounts Payable will discuss the details of the program with Accounts Payable Directors at the other campuses.