

**Auburn University**  
**Procurement and Business Services**  
**UPS Account Set Up**

**Instructions:**

- 1) Complete the UPS New Account Set Up spreadsheet below
- 2) Select "**Email Your New Account Request**" link at the page bottom
- 3) Copy the completed UPS New Account Set Up spreadsheet
- 4) Paste the completed UPS New Account Set Up spreadsheet into the email

**SHIPPING ADDRESS**

Account Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Pick Up \_\_\_\_\_ Pick Up Time: \_\_\_\_\_ Close Time: \_\_\_\_\_  
Pick Up Location: \_\_\_\_\_  
Shipping Solution \_\_\_\_\_ Campus Ship: Y/N \_\_\_\_\_ Worldship: Y/N \_\_\_\_\_

**BILLING ADDRESS**

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Procurement Card: Y/N \_\_\_\_\_

**Email Your New Account Request**

**ALL ITEMS BELOW ARE FOR UPS USE ONLY**

UPS ACCOUNT #: \_\_\_\_\_  
Parent#: \_\_\_\_\_  
Main#: \_\_\_\_\_  
Deferred#: \_\_\_\_\_