

SHIPPING GUIDELINES

Southern Illinois University has a **Prime Vendor Contract** with United Parcel Service (UPS) for both domestic and international shipments. In order to utilize university pricing, transactions must be made through the UPS – ICVS system.

To obtain access to the UPS – ICVS system, view **Shipping Instructions – SIUC**. Payments must be made using a university P-Card. Contact the SIUC Purchasing Office (453-5751) to gain initial international capability.

If shipping internationally, be aware that each country may have different restrictions and requirements for shipping documentation. View the **UPS International Shipping Guide** for additional information. For questions regarding specific international outgoing shipments, contact a UPS Representative (Jill Massey at 217-875-6218 or Chris Bonham at 502-485-2625) for assistance.

If customs assistance is needed for any incoming shipments from any shipping carrier contact SIU's UPS International Broker, Greg Montgomery or Torri Williams at 314-872-5219, who has the university's power of attorney for brokerage services. For other customs questions, contact UPS Representative Jenny Gaddis at 618-997-5706 for assistance.