How to Request a UPS Label for Package Delivery

If the department has completed a Blanket Authorization, then no additional signatures are required. If a Blanket Authorization has not been completed, please include authorizing signature of individual with fiscal responsibility along with your request - scan and attach.

Email BRCPurchaseandPay@ucop.edu to request for a UPS logon ID.

To request a UPS label, complete and paste the BRC UPS template into an email and send to the Purchase Orders and Payment team to process. If the department does not use the template, it must provide all of the following information in an email request:

1. Recipient information - Name, address and phone number
2. Sender information – Name, address, and phone number
3. Your department code
4. Your department’s Full Accounting Unit (FAU) to charge (limit to one FAU only)
5. Type of delivery:
   - UPS Next Day Air Early AM (delivered by 8:30 am)
   - UPS Next Day Air (delivered by 10:30 am)
   - UPS Next Day Air Saver (delivered by 3:00 pm)
   - UPS 2\textsuperscript{nd} Day Air AM (delivered on the 2\textsuperscript{nd} day by 10:30 am)
   - UPS 2\textsuperscript{nd} Day Air (delivered on the 2\textsuperscript{nd} day by 3:00 pm)
   - Signature required
   - Saturday delivery
6. Type of packaging:
   - UPS letter
   - UPS PAK
   - UPS Tube
   - UPS Express box (small, medium or large – weight required)
   - Other packaging (required: weight, dimensions: length x width x height)

BRC will enter the information into the UPS system and produce a label which will be scanned and e-mailed back to you the same day if your request is received before 3:00 pm, in accordance with our service goals.

Affix the UPS label to your package and take to the UPS drop box (keep a copy of the label if you wish to track delivery).

Drop Box Times
- Franklin mailroom 6\textsuperscript{th} floor, 4:45 pm
- Kaiser - 1 Kaiser Plaza, Oakland, CA, 94612, 5:00 pm
- 20\textsuperscript{th} St - 415 Thomas L Berkeley Way, Oakland, CA, 94612, 4:45 pm