

# 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](mailto: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<sup>nd</sup> Day Air AM (delivered on the 2<sup>nd</sup> day by 10:30 am)
  - UPS 2<sup>nd</sup> Day Air (delivered on the 2<sup>nd</sup> 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<sup>th</sup> floor, 4:45 pm
- Kaiser - 1 Kaiser Plaza, Oakland, CA, 94612, 5:00 pm
- 20<sup>th</sup> St - 415 Thomas L Berkeley Way, Oakland, CA, 94612, 4:45 pm