eShipGlobal – Shipment Pickup Options
Schedule a Routine Pickup

If you do frequent shipments, you can arrange for a daily, weekly, or some other pre-defined pickup frequency (e.g. every Monday). If your pickup needs change, you can always cancel your scheduled pickup or setup a different schedule.

Eligibility Guidance

- FedEx – Three packages per week and at least $50 in FedEx Express shipping charges; if only one or two days per week, one package per pickup day.
- UPS – No specific criteria, as long as there is appropriate volume to justify a scheduled pickup.

Process to schedule or cancel a scheduled pickup

- Email the request to the carrier, specifying your contact name, contact phone, pickup location and frequency of desired pickup.
- For UPS, send emails to Lauren Gokhale, at: laurengokhale@ups.com
- For FedEx, send emails to Anthony DePalma, at: aadepalma@fedex.com
Use Drop Boxes

Departments can use any of the drop boxes located on campus or near their office location.

- Drop box locations:
  - UPS: [https://www.ups.com/dropoff](https://www.ups.com/dropoff)

- On campus drop box locations:
  - UPS:
    - New South
    - Frist Campus Center
    - The Helm Building
    - 1 East Pyne Hall Building
    - 1 MacMillan Building
    - Fisher Hall, 1 Prospect Ave
    - 330 Alexander Street
  - FedEx:
    - New South
    - Frist Campus Center
    - The Helm Building
Do a One-Time Pickup

If you don’t have a regularly scheduled pickup, or need your shipment to be picked up at a specific time, you can schedule a one-time pickup.

- **eShipGlobal**: On the shipment page, under special instructions, check off the pickup box and then schedule a pickup from the shipment confirmation page.

- **Phone**: You can also call the carrier to schedule a pickup. The carrier can look up your details by the order number or the tracking number.

**Note**: A pickup fee may apply for this service.